
Rules of Department of Revenue Division 10–Director of Revenue Chapter 23–Motor Vehicle

Title	Page
12 CSR 10-23.010 Dealer Plate Allocation (Rescinded July 14, 1982).....	5
12 CSR 10-23.020 Dealer Registration (Rescinded April 29, 1991)	5
12 CSR 10-23.030 Bona Fide Established Place of Business (Rescinded April 29, 1991)	5
12 CSR 10-23.040 Cancellation of Dealer Registration (Rescinded June 11, 1983).....	5
12 CSR 10-23.050 Dealer’s Monthly Reports.....	5
12 CSR 10-23.070 Regulation of Dealer License Plates.....	8
12 CSR 10-23.100 Personalized License Plates.....	8
12 CSR 10-23.110 Hearing Held Pursuant to Section 301.257, RSMo (Rescinded April 29, 1991)	13
12 CSR 10-23.120 Business Records of Manufacturers, Dealers and Boat Dealers (Rescinded December 3, 1992).....	13
12 CSR 10-23.130 Legal Name on Title Application	13
12 CSR 10-23.140 Motor Vehicle Title Services.....	13
12 CSR 10-23.150 Administrative Hearing Held Pursuant to Section 301.119, RSMo	19
12 CSR 10-23.160 Good Moral Character of Motor Vehicle Dealers, Manufacturers, Boat Dealers, Salvage Dealers and Title Service Agents.....	19
12 CSR 10-23.170 Registration of Corporation Motor Vehicles/Emission System Inspection Areas.....	20
12 CSR 10-23.180 Replacement Vehicle Identification Plates	20
12 CSR 10-23.185 Obscene License Plates	20
12 CSR 10-23.190 Temporary Permits Sold by a Registered Missouri Motor Vehicle Dealer	23
12 CSR 10-23.200 Nonnegotiable Certificate of Title to a Motor Vehicle or Trailer (Rescinded September 9, 1993)	23

12 CSR 10-23.210	Congressional Medal of Honor License Plates.....	23
12 CSR 10-23.220	Motor Vehicle Fee and Tax Refund Requests	24
12 CSR 10-23.230	Legal Sale of Motor Vehicle or Trailer.....	24
12 CSR 10-23.240	Recording of Mileage on an Application for Certificate of Title (Rescinded July 8, 1991)	24
12 CSR 10-23.250	Registration and Classification of Commercial Motor Vehicles.....	24
12 CSR 10-23.255	Replacement Vehicle Identification Number Tabs—DR and DRX Numbers.....	25
12 CSR 10-23.260	Inspection of Foreign Motor Vehicles Prior to Titling.....	27
12 CSR 10-23.265	Statements of Non-Interest	30
12 CSR 10-23.270	Watercraft Identification Plates	30
12 CSR 10-23.275	Recognition of Nonresident Disabled Person Windshield Placards	30
12 CSR 10-23.280	Replacement of Multiyear License Plates.....	31
12 CSR 10-23.285	Titling of Motor Vehicles Sold Without Safety Inspections.....	31
12 CSR 10-23.290	Use of License Plates After Name Change.....	31
12 CSR 10-23.295	Witnessing Proof of Payment for Federal Heavy Vehicle Use Tax or That the Tax is Not Owing	32
12 CSR 10-23.300	Marking and Use of Local Commercial Motor Vehicle License Plates	33
12 CSR 10-23.305	No-Fee Transactions	33
12 CSR 10-23.310	Issuance of Special Fuel Decals	34
12 CSR 10-23.315	Motorized Bicycles.....	34
12 CSR 10-23.320	Assessment of Motor Vehicle and Trailer License Plate Transfer Fee	34
12 CSR 10-23.325	Transfer of Passenger Vehicle License Plates From One Horsepower Category to Another—Waiver of Additional Registration Fees and Lack of Refund Provision	35
12 CSR 10-23.330	Registration of Motorcycles and Motortricycles.....	35
12 CSR 10-23.335	Issuance of Title to a Surviving Spouse or Unmarried Minor Children of a Decedent.....	35
12 CSR 10-23.340	Imposition and Waiver of Motor Vehicle and Trailer Titling and Registration Penalties.....	36
12 CSR 10-23.345	Definition of Major Component Parts of a Motor Vehicle.....	36

12 CSR 10-23.350	Honorary Consular License Plates	39
12 CSR 10-23.355	Junking Certificates for Motor Vehicles.....	40
12 CSR 10-23.365	Issuance of Nonresident Salvage-Buyer’s Identification Card	40
12 CSR 10-23.370	Issuance of Certificates of Title to Recreational Vehicles Manufactured by Two Separate Manufacturers.....	43
12 CSR 10-23.375	Fire Department License Plates	43
12 CSR 10-23.380	Motor Vehicle Shows or Tent Sales (Rescinded April 29, 1991)	43
12 CSR 10-23.385	Verification of the Vehicle Identification Number and Odometer Reading of Motor Vehicles Previously Titled in Another State.....	44
12 CSR 10-23.390	License Plates for Disabled Veterans	44
12 CSR 10-23.395	Regulation of Boat Dealer’s Certificate of Number and Plates	45
12 CSR 10-23.400	Transfer of License Plates	45
12 CSR 10-23.405	Emblem Use Authorization Statement and Format for Collegiate License Plates	46
12 CSR 10-23.410	Certificate of Registration to Documented Vessels (Rescinded February 25, 1996).....	46
12 CSR 10-23.415	Sample License Plates.....	46
12 CSR 10-23.420	Secure Power of Attorney Requirements	47
12 CSR 10-23.422	Issuance of Purple Heart License Plates	49
12 CSR 10-23.424	Leasing Company Registration	49
12 CSR 10-23.426	Special Identification Numbers	52
12 CSR 10-23.428	All-Terrain Vehicles Modified for Highway Use.....	55
12 CSR 10-23.430	Registration of a Motor Vehicle or Trailer When the Out-Of-State Lienholder Refuses to Release the Title.....	55
12 CSR 10-23.432	Registration of a Motor Vehicle or Trailer Subject to a Lease With a Right to Purchase Clause	55
12 CSR 10-23.434	Use of a Reassignment of Ownership by Registered Dealer Form	56
12 CSR 10-23.436	Application For Title	59
12 CSR 10-23.440	Replacement License Tabs.....	62



12 CSR 10-23.442	Outboard Motor	62
12 CSR 10-23.444	Historic Vehicle License	62
12 CSR 10-23.446	Notice of Lien	62
12 CSR 10-23.450	Guidelines for Use of Handicapped Parking Cones	62
12 CSR 10-23.452	Internet Renewal of License Plates.....	62

Title 12—DEPARTMENT OF REVENUE

Division 10—Director of Revenue Chapter 23—Motor Vehicle

12 CSR 10-23.010 Dealer Plate Allocation (Rescinded July 14, 1982)

AUTHORITY: section 301.250.4, RSMo 1978. This version of rule filed Oct. 21, 1974, effective Oct. 31, 1974. Rescinded: Filed March 12, 1982, effective July 14, 1982.

12 CSR 10-23.020 Dealer Registration (Rescinded April 29, 1991)

AUTHORITY: section 301.251, RSMo 1986. Original rule filed April 14, 1980, effective Sept. 12, 1980. Amended: Filed March 26, 1982, effective July 12, 1982. Emergency amendment filed Aug. 14, 1984, effective Aug. 24, 1984 expired Dec. 22, 1984. Amended: Filed Aug. 14, 1984, effective Dec. 13, 1984. Amended: Filed May 27, 1986, effective Aug. 25, 1986. Rescinded: Filed Nov. 15, 1990, effective April 29, 1991.

12 CSR 10-23.030 Bona Fide Established Place of Business (Rescinded April 29, 1991)

AUTHORITY: section 301.251, RSMo 1986. Original rule filed April 14, 1980, effective Sept. 12, 1980. Amended: Filed March 26, 1982, effective July 12, 1982. Amended: Filed April 29, 1983, effective Sept. 11, 1983. Amended: Filed Dec. 5, 1983, effective March 11, 1984. Amended: Filed Feb. 3, 1984, effective May 11, 1984. Emergency amendment filed Aug. 14, 1984, effective Aug. 24, 1984, expired Dec. 22, 1984. Amended: Filed Aug. 14, 1984, effective Dec. 13, 1984. Amended: Filed May 23, 1985, effective Aug. 26, 1985. Amended: Filed May 27, 1986, effective Aug. 25, 1986. Rescinded: Filed Nov. 15, 1990, effective April 29, 1991.

12 CSR 10-23.040 Cancellation of Dealer Registration (Rescinded June 11, 1983)

AUTHORITY: section 301.257, RSMo Supp. 1982. Original rule filed April 14, 1980, effective Sept. 12, 1980. Amended: Filed March 26, 1982, effective July 12, 1982. Rescinded: Filed March 4, 1983, effective June 11, 1983.

12 CSR 10-23.050 Dealers' Monthly Reports

PURPOSE: The director of the Department of Revenue is charged with the responsibility of receiving dealers' monthly sales reports and securing power of attorney forms. This rule establishes time limits and guidelines concerning the submission of those reports.

(1) Every motor vehicle and boat dealer shall file a monthly sales report on a form prescribed by the director of revenue in accordance with section 301.280, RSMo. This report shall be completed in full and actually received by the Department of Revenue on or before the fifteenth day of the month following the month for which the sales are being reported. (Example: Sales occurring during the month of July must be filed on or before August 15.)

(A) If any due date for filing the report falls on a Saturday, Sunday or legal holiday in this state, the report shall be considered timely if it is filed on the next day which is not a Saturday, Sunday or legal holiday.

(B) If any monthly sales report required to be filed on or before a prescribed date is delivered after that date by United States mail, postage prepaid and addressed to the Department of Revenue, the date of the United States postmark stamped on the envelope shall be deemed to be the date of filing. Official United States postmarks will suffice as proof of mailing. Reports may also be submitted by certified mail, registered mail or the dealer may obtain a validated certificate of mailing or receipt from the United States Post Office to establish date of mailing.

(2) If no sales occur in any given month, a report must be submitted for that month indicating no sales.

(3) No motor vehicle or boat dealer, his/her agent or representative shall willfully or knowingly make a false statement in any monthly sales report required by section 301.280, RSMo and this rule; nor shall s/he, his/her agent or representative omit any information requested or fail to report any sale made by the dealership.

(4) Every motor vehicle and boat dealer shall retain copies of the sales reports submitted to the Department of Revenue as part of the records to be maintained at the dealership location as provided in section 301.560.1, RSMo and shall hold them available for inspection by appropriate law enforcement officials, officials of the Department of Revenue and the Motor Vehicle Commission.

(5) Every motor vehicle dealer shall submit the original secure power of attorney form (see 12 CSR 10-23.420) in which the dealer is listed as purchaser and a copy of the corresponding certificate of title with the dealer's monthly sales reports as provided in 12 CSR 10-23.420. Secure power of attorney forms and copies of the corresponding titles received by a dealer in a particular month should be submitted with the sales report completed for that month.

AUTHORITY: sections 32.057, RSMo 1986 and 301.280 and 301.560.1, RSMo Supp. 1990.* Original rule filed April 14, 1980, effective Sept. 12, 1980. Amended: Filed March 26, 1982, effective July 12, 1982. Amended: Filed Sept. 3, 1985, effective Jan. 26, 1986. Amended: Filed May 27, 1986, effective Aug. 25, 1986. Amended: Filed March 25, 1991, effective Aug. 30, 1991.

*Original authority 32.057, RSMo 1979, amended 1980, 1983; 301.280, RSMo 1939, amended 1974, 1983, 1984, 1986, 1988, 1990; and 301.560.1, RSMo 1988, amended 1989.

Burtrum Brothers Motor Co., Inc. v. Director of Revenue, Case No. RV-86-0650 (A.H.C. 11/10/87). The Administrative Hearing Commission upheld the Department of Revenue's determination that petitioner failed to make the requisite number of sales. The Administrative Hearing Commission found that the "sales" reported by petitioner were sham transactions in that the buyer never took possession of the vehicles, titles remained in the petitioner's possession and the titles were not assigned to the alleged purchaser. Furthermore, the commission rejected the argument that respondent's only remedy when insufficient sales are made is to refuse to renew registration for the following year. The Administrative Hearing Commission held that the Department of Revenue may revoke a registration for petitioner's attempt to conceal its ineligibility by reporting sham transactions.



MOTOR VEHICLE COMMISSION
DEALER'S REPORT DESK
P.O. BOX 43
JEFFERSON CITY, MO 65105-0043
DEALER'S MONTHLY SALES REPORT

FORM
385
(REV. 3-92)

DEALERSHIP
STREET ADDRESS
CITY, STATE, ZIP
DEALER NUMBER
BOAT DEALER NUMBER
PHONE NUMBER

SALES MONTH
SALES YEAR
TOTAL UNITS SOLD THIS MONTH
VEHICLES
BOATS
QTY. OF NEW VEHICLES SOLD
QTY. OF USED VEHICLES SOLD
QTY. OF NEW BOATS/
BOAT TRAILERS SOLD
QTY. OF USED BOATS/
BOAT TRAILERS SOLD
TOTAL SALES

INSTRUCTIONS
1. All reports must be completed in full, signed and mailed to the address above.
2. Reports must be RECEIVED by the 15th day of each month following the month for which sales were reported.
3. A separate report must be submitted for each month. If no sales, enter "NO SALES."
4. **REPORT ALL SALES** - retail/wholesale - motor vehicles, cycles, trailers, atv's and boats.
5. The ORIGINAL Secure Power of Attorney (DOR-3020) or the second copy of Form 3020S and a copy of the front and back of the corresponding title must accompany this sales report for each vehicle sold, if applicable.
6. DO NOT REPORT MOBILE HOME SALES OR OUTBOARD MOTOR SALES.
7. Retain a copy of each report for your records. Refer any questions to (314) 751-8637 or (314) 751-8638.

DATE SOLD	NAME OF BUYER ADDRESS OF BUYER	YEAR MAKE	MODEL STYLE	VEHICLE/BOAT ID NUMBER FROM MSO OR TITLE	TYPE			ODOMETER SETTING	NEW	USED	TEMPORARY PERMIT NUMBER (IF APPLICABLE)	NET PRICE
					TRAILER	BOAT	ATV					
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
11.												
12.												
13.												

AS AN OFFICER, PARTNER OR OWNER OF THE DEALERSHIP, I HEREBY CERTIFY THAT THE STATEMENTS CONTAINED IN THIS REPORT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.
SIGNATURE _____ TITLE _____ DATE _____
MO 860-0334 (3-92)



DATE SOLD	NAME OF BUYER ADDRESS OF BUYER	YEAR MAKE	MODEL STYLE	VEHICLE/BOAT ID NUMBER FROM MSO OR TITLE	TYPE			ODOMETER SETTING	NEW USED	TEMPORARY PERMIT NUMBER (IF APPLICABLE)	NET PRICE
					TRK TRL	BOAT VES	ATV				
14.											
15.											
16.											
17.											
18.											
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DDR-385 (3-92)

MO 860-0334 (3-97)

12 CSR 10-23.070 Regulation of Dealer License Plates

PURPOSE: The director of the Department of Revenue is charged with the responsibility of regulating the license plates issued to dealers. This rule establishes safeguards to prevent unauthorized use of dealer plates.

(1) Whenever a dealer is no longer entitled to registration pursuant to section 301.251, RSMo through voluntary cessation of business, abandonment of a bona fide established place of business, failure to make four (4) sales per year, suspension or revocation of its registration, sale of the business, declaration of bankruptcy or for any other reason, the dealer license plates issued to that dealer immediately shall be surrendered to the director regardless of the unexpired time remaining in the registration period applicable to that license plate.

(2) Dealer license plates are issued primarily for the purpose of allowing a potential buyer to test drive a motor vehicle owned and held for resale by a dealer. A secondary purpose is to allow the transportation of vehicles owned by a dealer or manufacturer and held for the purpose of resale. Therefore, dealer plates may be displayed only on a motor vehicle or trailer that is—

- (A) Owned by the manufacturer/dealer; and
- (B) Held for resale.

(3) Vehicles on which the plates are displayed then may be operated by—

- (A) A customer who is test driving the motor vehicle;
- (B) An owner, officer or employee of the manufacturer/dealer;
- (C) A buyer as provided in section 301.140.3, RSMo; or

(D) A customer who is test driving a truck or a trailer under loaded conditions provided a written demonstration agreement signed by the prospective customer and the dealer is present in the vehicle. The motor vehicle or trailer may be test driven for no more than twenty-four (24) hours if the vehicle is being operated in Missouri or for one (1) round trip only if being test driven outside Missouri. The written demonstration agreement must be on the dealership's stationery and include the following items:

1. A statement that the vehicle is being used for demonstration purposes only;

2. A description of the vehicle; that is, year, make and vehicle identification number;

3. The name of the person or company demonstrating the vehicle;

4. The dealer number;

5. A statement of the type of property being transported;

6. The date and time the demonstration began; and

7. If the vehicle is being demonstrated on a round trip outside Missouri, the estimated date the vehicle will be returned to the dealership.

(4) Section 301.253, RSMo provides that dealer plates may be displayed on any motor vehicle used by an employee or officer and owned by the manufacturer, distributor or dealer, but shall not be displayed on any motor vehicle or trailer hired or loaned to others or upon any regularly used service or wrecker vehicle. Therefore, dealer license plates may not be displayed on the following:

- (A) Motor vehicles or trailers that are rented or leased;
- (B) Motor vehicles or trailers that are loaned to someone other than an owner, officer or employee of the dealership (for example, a dealer may not loan a motor vehicle displaying a dealer license plate to his/her customer while the customer's vehicle is being serviced or repaired);
- (C) Motor vehicles or trailers that are used for hauling or towing;
- (D) Motor vehicles or trailers used by anyone who is not an officer or employee of the manufacturer/dealer, this includes relatives of employees and officers;
- (E) Motor vehicles or trailers that are not for resale; and
- (F) Any boat or vessel.

(5) Dealer plates displayed on all motor vehicles, other than motorcycles and motortricycles, must be twelve inches by six inches (12" H 6") in size.

AUTHORITY: sections 301.140, 301.251 and 301.253, RSMo 1986. Original rule filed April 14, 1980, effective Sept. 12, 1980. Amended: Filed March 26, 1982, effective July 12, 1982. Amended: Filed Sept. 16, 1985, effective Jan. 26, 1986.*

**Original authority 301.140, RSMo 1939, amended 1947, 1951, 1978, 1979, 1986, 1987; 301.251, RSMo 1981, amended 1984, 1985, 1986; 301.253, RSMo 1981, amended 1985, 1986.*

12 CSR 10-23.100 Personalized License Plates

PURPOSE: This rule establishes categories of specialized personalized license plates as well as the procedure for application for and issuance of the personalized license plates.

(1) For the purpose of this rule, "special license plates" shall include personalized, collegiate, helping schools and other special organizational license plates.

(2) Special license plates are Missouri license plates containing letters or numbers in the format requested by the applicant. The combination of letters and/or numbers may include one apostrophe (') or one dash (—).

(3) All special personalized license plates are available in the following plate categories:

- (A) Passenger;
- (B) Recreational Vehicle;
- (C) Local 6;
- (D) Local 12;
- (E) Beyond Local 6;
- (F) Beyond Local 12;
- (G) Motorcycle/Motortricycle;
- (H) Local and Beyond Local 18—Professional Sports Team license plates only;
- (I) Shuttle Bus—regular personalized plates only;
- (J) Van Pool—regular personalized plates only; and
- (K) Historic—regular personalized plates only.

(4) No special license plate will be issued which will conflict with any license number used or to be used in the regular license plate numbering system.

(5) No two (2) owners shall be issued identical plates; and no plates shall be issued containing or suggesting any profane or obscene word or phrase.

(6) No refunds will be made on the unused portion of any license plates surrendered for special license plates.

(7) Special license plates are not assigned to a particular vehicle until the plates are actually issued to the owner of that vehicle by the Department of Revenue.

(8) Special license plates shall not be transferred from one (1) owner to another, except that the holder of a special plate may follow

the procedures established by the director in order to display his/her special plate on a vehicle leased by the holder after approval by the director; and they shall not be transferred from one (1) vehicle category to another. This includes any request for transfer by gift, trust, will or judicial proceeding.

(9) The director of revenue shall reserve the right to approve or disapprove any request for special license plates or the transfer of license plates from one (1) vehicle to another in the same category.

(10) The month of expiration on all special license plates for motorcycles and motortricycles will be April of each year. Special license plates issued to the United States Congress, Missouri State Senate, Missouri House of Representatives and the following statewide elected officials: governor, lieutenant governor, secretary of state, state auditor, state treasurer and attorney general, which are issued in accordance with section 301.144, RSMo will expire in January of each year. The month of expiration on all other special license plates shall be staggered.

(11) Any person wanting to obtain special license plates must make original application for the plates on a form approved by the director of revenue and shall pay a fee of fifteen dollars (\$15) in addition to the regular registration fees. If at the time of registration the applicant applies for a biennial registration, s/he must submit a second special/personalized license plate fee. Application forms will be available to the public at all branch offices, fee agent offices and the Central Office of the department.

(12) Each initial application for special license plates shall be on a form prescribed by the director and submitted to the Department of Revenue, P.O. Box 100, Jefferson City, MO 65105-0100. Each application shall be accompanied by a special license plate fee of fifteen dollars (\$15), and a current emblem-use authorization statement in the case of collegiate license plates.

(13) If the applicant applies for a biennial registration at the time s/he picks up his/her special license plates, the applicant must submit a second emblem-use authorization statement indicating the minimum donation or the original emblem-use authorization statement

indicating twice the annual minimum donation.

(14) An applicant may receive his/her special license plates by surrendering his/her regular registration plates and paying any additional fees due on a prorated basis or by not surrendering his/her plates and paying the full registration fee.

(15) Once an owner obtains special license plates s/he shall have first priority on those plates for each of the following years that s/he makes timely and appropriate reapplication (renewal) for those plates and pays the annual special plate fee of fifteen dollars (\$15) or thirty dollars (\$30) for a biennial registration and any personalized plate fee required by law, in addition to the regular registration fees. Applicants who renew collegiate license plates, helping schools and special organizational license plates must also submit a new emblem-use authorization statement. At the time of renewal, if the applicant elects a biennial registration, s/he must present an emblem-use statement that reflects at least twice the amount of the annual donation.

(16) Special license plates for which the Department of Revenue has not received a reapplication (renewal) will be held for sixty (60) days from the date of expiration before being issued to a new applicant.

(17) Original applications for special license plates for motorcycles and motortricycles filed prior to January 1 of any calendar year shall be treated as applications for special license plates with an expiration month of the coming April. Original applications for special license plates for motorcycles and motortricycles filed after December 31 of any calendar year will be treated as applications for special license plates to be issued in the coming April with an expiration month of the next succeeding April.

(A) Example One: Original application filed on December 31, 1999, will result in special license plates which expire in April of 2000.

(B) Example Two: Original application filed on January 1, 2000, will result in special license plates issued in April of 2000 with an expiration month of April 2001.

(18) Original applications for special license plates issued to members of the United States Congress, Missouri State Senate, Missouri

House of Representatives and for the following statewide elected officials: governor, lieutenant governor, secretary of state, state auditor, state treasurer and attorney general, in accordance with section 301.144, RSMo, filed prior to October 1 of any calendar year shall be treated as applications for special license plates with an expiration month of the coming January, while applications filed after the last day of September of any calendar year will be treated as application for special license plates to be issued in the coming January with an expiration month of the next succeeding January.

(A) Example One: Original applications filed on September 30, 2000, will result in special personalized license plates which expire in January 2001.

(B) Example Two: Original applications filed on October 1, 2000, will result in special license plates issued in January of 2001 with an expiration of January 2002.

(19) Reapplications (renewals) for special license plates shall be filed with the Department of Revenue prior to the last day of the month in which they expire.

(20) The director of revenue may recall any special license plate erroneously issued under this rule.

AUTHORITY: sections 301.144, 301.449 and 301.451, RSMo Supp. 1999. Original rule filed Aug. 14, 1978, effective Nov. 13, 1978. Amended: Filed April 11, 1979, effective July 11, 1979. Emergency amendment filed Oct. 30, 1979, effective Nov. 9, 1979, expired Feb. 18, 1980. Amended: Filed Oct. 30, 1979, effective Feb. 11, 1980. Emergency amendment filed March 9, 1982, effective March 19, 1982, expired July 16, 1982. Amended: Filed May 20, 1982, effective Sept. 13, 1982. Amended: Filed Feb. 24, 1984, effective June 11, 1984. Amended: Filed Nov. 18, 1986, effective March 12, 1987. Amended: Filed July 17, 1989, effective Oct. 27, 1989. Amended: Filed Oct. 30, 1989, effective March 26, 1990. Emergency amendment filed Sept. 16, 1991, effective Sept. 26, 1991, expired Jan. 23, 1992. Amended: Filed Sept. 16, 1991, effective Jan. 13, 1992. Amended: Filed Sept. 1, 1995, effective Feb. 25, 1996. Amended: Filed Jan. 31, 2000, effective July 30, 2000.*



**Original authority 301.144, RSMo 1977, amended 1979, 1983, 1984, 1989, 1992, 1993, 1995; 301.449, RSMo 1989, 1995; and 301.451, RSMo 1991, amended 1993, 1995, 1997.*



MISSOURI DEPARTMENT OF REVENUE
 MOTOR VEHICLE BUREAU
 P.O. BOX 100, JEFFERSON CITY, MO 65105-0100 (573) 326-3669
**APPLICATION FOR MISSOURI
 PERSONALIZED AND SPECIAL LICENSE PLATES**

SEE INSTRUCTIONS ON REVERSE

"ANY FALSE STATEMENT IS A VIOLATION OF THE LAW AND MAY BE PUNISHED BY FINE, IMPRISONMENT, OR BOTH." (301.420 RSMO.)

NAME MUST APPEAR AS SHOWN ON VEHICLE TITLE		DO NOT WRITE IN THIS AREA	
OWNER'S NAME			
STREET, RR, OR P.O. BOX NUMBER	CURRENT LICENSE NUMBER		
CITY, STATE, ZIP CODE	TELEPHONE NUMBER		

New Application **Adding a Name **Dropping a Name (Release of Interest Req) **Name Change Only (Same Owner)

CATEGORY OF LICENSE PLATE (PLEASE CHECK WHICH CATEGORY OF LICENSE PLATE YOU NEED)

- Passenger (car) Beyond Local 12 Truck Motorcycle
 Beyond Local 6 Truck Local 12 Truck
 Local 6 Truck Recreational Vehicle

PROFESSIONAL SPORTS TEAM PLATES ONLY

Beyond Local 18 Truck Local 18 Truck

TYPE OF LICENSE PLATE TO BE ISSUED (Proof of eligibility required - see reverse)

- TYPE**
- | | | |
|--|---|--|
| <input type="checkbox"/> Regular Personalized (\$15) | <input type="checkbox"/> Lions Club (Personalized) (\$15) | |
| <input type="checkbox"/> *Amateur Radio (\$15) Call Letters _____ | <input type="checkbox"/> Masonic Grand Lodge (Personalized) (\$15) | |
| <input type="checkbox"/> Children's Trust Fund (Regular) (\$15) | <input type="checkbox"/> Missouri Jaycee (Regular) (\$15) | |
| <input type="checkbox"/> Children's Trust Fund (Personalized) (\$15) | <input type="checkbox"/> Missouri Jaycee (Personalized) (\$30) | |
| <input type="checkbox"/> Collegiate (Personalized) (\$15) College or University _____ | <input type="checkbox"/> Prince Hall (Personalized) (\$15) | |
| <input type="checkbox"/> Disabled Person (Personalized) (\$15) | <input type="checkbox"/> Professional Sports Team (Personalized) (\$15) | |
| <input type="checkbox"/> Ducks Unlimited (Personalized) (\$15) | <i>(subject to availability and minimum order requirements)</i> | |
| <input type="checkbox"/> Eastern Star (Personalized) (\$15) | <input type="checkbox"/> Kansas City Blades | <input type="checkbox"/> St. Louis Blues |
| <input type="checkbox"/> Emergency Medical Services (\$15) | <input type="checkbox"/> Kansas City Chiefs | <input type="checkbox"/> St. Louis Cardinals |
| <input type="checkbox"/> Paramedic <input type="checkbox"/> Emergency Medical Technician | <input type="checkbox"/> Kansas City Royals | <input type="checkbox"/> St. Louis Rams |
| <input type="checkbox"/> *Firefighter (Regular) (\$15) | <input type="checkbox"/> Kansas City Wizards | |
| <input type="checkbox"/> *Firefighter (Personalized) (\$30) | <input type="checkbox"/> *Street Rod (Regular) (\$15) | |
| <input type="checkbox"/> Fraternal Order of Eagles (Personalized) (\$15) | <input type="checkbox"/> *Street Rod (Personalized) (\$30) | |
| <input type="checkbox"/> Helping Schools (Personalized) (\$15) | <input type="checkbox"/> Shuttle Bus (\$15) | |
| <input type="checkbox"/> Knights of Columbus (Personalized) (\$15) | <input type="checkbox"/> Vanpool (\$15) | |
| <input type="checkbox"/> Legislative (\$15) | <input type="checkbox"/> Other _____ | |
| <input type="checkbox"/> Lions Club (Regular) (\$15) | | |

*APPLICATION MUST BE NOTARIZED

PERSONALIZED PLATE CHOICES (Complete only if applying for personalized plates)

PLEASE USE ALL CAPITAL LETTERS AND SHOW CHOICES IN ORDER OF PREFERENCE. (Please include more than one choice.) Personalized license plates may consist of no more than six characters or six characters plus a dash, space or an apostrophe. Personalized plates displaying an emblem, motorcycle and motortricycle plates may consist of no more than six characters or five characters plus a dash, space or an apostrophe. The wheelchair accessibility symbol is displayed on Disabled Persons plates. The Department of Revenue will not issue plates that contain or suggest profane, obscene or inflammatory words or phrases, those contrary to public policy, or those that conflict with the regular license numbering system.

FIRST CHOICE	SECOND CHOICE	THIRD CHOICE	FOURTH CHOICE	FIFTH CHOICE	SIXTH CHOICE

LICENSE OFFICE INFORMATION AND SIGNATURE (Must be completed by all applicants)

IMPORTANT: These license plates will not be mailed. Indicate name of license office where plates are to be picked up.

OFFICE	OFFICE NUMBER	I hereby apply for the personalized or special license plate indicated to be issued to the vehicle owner listed above.
STREET	CITY	
		SIGNATURE OF OWNER OR APPLICANT X

NOTARY INFORMATION (Must be completed if applying for amateur radio, fire department or street rod plates)

NOTARY PUBLIC EMBOSSE OR BLACK RUBBER STAMP SEAL	STATE OF	COUNTY (OR CITY OF ST. LOUIS)
	SUBSCRIBED AND SWORN BEFORE ME, THIS	
	DAY OF	YEAR
	NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES
NOTARY PUBLIC NAME (TYPED OR PRINTED)		

USE RUBBER STAMP IN CLEAR AREA BELOW.



INSTRUCTIONS TO APPLICANT

Applications must be completed, signed and submitted with the fee noted on the front of the application. This annual fee is in addition to the regular registration fee set by law and is payable upon renewal. Depending on the type of license plates requested, additional documentation may be required as noted below. Make check or money order (do not send cash) payable to the Missouri Department of Revenue and forward with this application to: MISSOURI DEPARTMENT OF REVENUE, MOTOR VEHICLE BUREAU, PERSONALIZED LICENSE PLATE SECTION, P.O. BOX 100, 301 W. HIGH ST., JEFFERSON CITY, MO 65105-0100. If you have questions, call (573) 526-3669.

Special license plates are issued only to those vehicles that are titled and registered in Missouri. Any special plate issued may be adapted to include the international wheelchair accessibility symbol and the word "DISABLED"

The pink copy of the validated DOR-1716 is proof your application for license plates has been received and approved by the Department of Revenue. If you requested personalized plates, they are being manufactured. You will receive additional notification in approximately two (2) to four (4) weeks when your license plates have been forwarded to the license office you indicated on the front of this application.

NOTE: IF PERSONALIZED LICENSE PLATES ARE NOT RENEWED WITHIN 60 DAYS OF EXPIRATION THEY MAY BE REISSUED TO ANOTHER APPLICANT.

AMATEUR RADIO PLATES: Your notarized signature on the front of this application constitutes a sworn statement that you hold an unrevoked and unexpired amateur radio license and that the call letters indicated on the front of this application are the official call letters issued by the FCC. You must submit a copy of your Federal Communications License with this application.

DISABLED PERSON PLATES: A signed physician's statement, DOR-1776, from a licensed physician, chiropractor, podiatrist, or optometrist must be submitted with your application.

FIREFIGHTER PLATES: Your notarized signature on the front of this application constitutes a sworn statement that you are a director of a fire protection district, or are compensated, partially compensated or a volunteer member of any fire department, fire protection district or voluntary fire protection association in Missouri. You further affirm that if you resign, are removed, or otherwise terminate association with the fire department, you will return your special license plates to the Department within fifteen (15) days.

STREET ROD PLATES: Your notarized signature on the front of this application constitutes a sworn statement that this vehicle was manufactured in 1948 or before and has been modified for safe road use including but not limited to modification to the drive train, suspension, brake system, and safety or comfort apparatus and which is not owned solely as a collector's item and which is not or intended to be used solely for exhibition and educational purposes. This registration is not transferable. If the vehicle is disposed of, plates must be returned to the Department of Revenue for cancellation.

MISSOURI JAYCEES PLATES: You must submit proof of membership in the form of a membership identification card.

CHILDREN'S TRUST FUND, COLLEGIATE, DUCKS UNLIMITED, EASTERN STAR, EMERGENCY MEDICAL SERVICES, FRATERNAL ORDER OF EAGLES, HELPING SCHOOLS, KNIGHTS OF COLUMBUS, LIONS CLUB, MASONIC GRAND LODGE, PRINCE HALL, AND PROFESSIONAL SPORTS TEAM: You must submit an Emblem/Logo Use Authorization Statement from the organization, college or university as proof of a donation.

NOTE: PROFESSIONAL SPORTS TEAM LICENSE PLATE: The Department of Revenue must receive a minimum of one hundred applications for each specific professional sports team before producing the license plates.

12 CSR 10-23.110 Hearing Held Pursuant to Section 301.257, RSMo
(Rescinded April 29, 1991)

AUTHORITY: section 301.257, RSMo 1986. Original rule filed Nov. 5, 1982, effective Feb. 11, 1983. Emergency amendment filed July 3, 1985, effective July 13, 1985, expired Nov. 10, 1985. Amended: Filed July 3, 1985, effective Oct. 11, 1985, Emergency amendment filed June 12, 1986, effective June 22, 1986, expired Oct. 20, 1986. Amended: Filed June 12, 1986, effective Sept. 26, 1986. Rescinded: Filed Nov. 15, 1990, effective April 29, 1991.

12 CSR 10-23.120 Business Records of Manufacturers, Dealers and Boat Dealers
(Rescinded December 3, 1992)

AUTHORITY: section 301.251, RSMo 1986. Original rule filed April 25, 1983, effective Sept. 11, 1983. Amended: Filed May 27, 1986, effective Aug. 25, 1986. Rescinded: Filed April 23, 1992, effective Dec. 3, 1992.

William R. Newmann, d/b/a Goodfellow Auto Sales & Salvage, Inc. v. Director of Revenue, Case No. RV-86-0286 (A.H.C. 8/30/88). The Administrative Hearing Commission found that petitioner failed to maintain complete records and files on motor vehicles and motor vehicle parts acquired for resale in the business office at the registered location during normal business hours and that suspension of its auto salvage dealer's license was proper.

12 CSR 10-23.130 Legal Name on Title Application

PURPOSE: This rule sets forth the requirement of using the full legal name when making application for a motor vehicle or trailer certificate of title.

(1) Any person(s) making application for a certificate of title for a motor vehicle or trailer must make the application using his/her or their full legal name. For the purpose of section 301.190, RSMo, the legal name is deemed to be the name that appears on that person's Missouri operator's or chauffeur's license.

(2) The legal name for any business making application for a certificate of title for a motor vehicle or trailer is deemed to be the name or the fictitious name as registered with the secretary of state.

*AUTHORITY: section 301.190, RSMo 1986. * Original rule filed Feb. 3, 1984, effective May 11, 1984.*

**Original authority: 301.190, RSMo 1939, amended 1947, 1965, 1981, 1983, 1984, 1985, 1986, 1986, 1987, 1988, 1989, 1990.*

12 CSR 10-23.140 Motor Vehicle Title Services

PURPOSE: This rule establishes the requirements that must be met for registration as a title service agent.

(1) Motor vehicle title service agents registering pursuant to section 301.114.2., RSMo shall file an application with the Department of Revenue on a form provided by the director of revenue. The application shall be filed annually together with the following:

(A) Proof of registration with the Office of the Secretary of State, either Certificate of Incorporation or fictitious name registration, if required;

(B) A corporate surety bond on a form approved by the director of revenue. The bond requirements are—

1. The amount of the bond must be twenty-five thousand dollars (\$25,000);

2. The bond must be executed in the name of the State of Missouri for the benefit of any aggrieved party. The proceeds are to be payable to the aggrieved party upon receipt by the director of a final judgment from a court of competent jurisdiction against the title service agent;

3. The effective date for the bond must be on or before the date the application is received by the motor vehicle bureau;

4. The bond must state that it is conditioned upon the applicant's compliance with the provisions of the statutes applicable to all requirements for the lawful obtaining or receiving of certificates of ownership for motor vehicles;

5. The bond must state that it is an indemnity bond for loss sustained by any person by reasons of an act of the title service agent when that act could constitute grounds for suspension or revocation of the title service agent's registration; and

6. The bond must state that in the event of cancellation by the surety, the Department of Revenue will receive notice of cancellation prior to the cancellation;

(C) Address where business is to be conducted (not a post office box) and the established business hours; and

(D) Registration fee.

(2) A title service agent must file a separate application and shall be issued a separate

license for each location owned and operated by the agent.

(3) All registrations expire on June 30 of each year and applications for renewal must be filed in a timely manner to assure registration for the year beginning July 1.

(4) Any title service agent who changes the site of either the principal or a branch location must comply with all provisions of section 301.114, RSMo before the application may be accepted.

(5) Whenever a title service agent is no longer entitled to registration pursuant to section 301.114, RSMo through voluntary cessation of business, abandonment of the registered place of business, suspension of registration, sale of a business, declaration of bankruptcy or for any other reason, the title service agent immediately shall surrender his/her license to the director of revenue regardless of the unexpired time remaining in the registration period applicable to that license. No portion of the registration fee will be refunded.

(6) The agent must maintain reasonable business hours to allow contact by any authorized representative of the department, member of the Missouri State Highway Patrol or any authorized peace officer. Reasonable business hours will be considered to be 9:00 a.m. to 4:00 p.m., four (4) days a week. If the title service is closed, the agent, by notice, must inform the public of a reasonable method of making appointments and the hours during which the agent will be present. An agent may make written application to the Department of Revenue for approval of more limited hours of operation than those required in this section and may operate during the hours upon written approval by the Department of Revenue.

(7) Any changes in the application information must be reported immediately to the motor vehicle bureau.

*AUTHORITY: section 301.114, RSMo 1986. * Original rule filed Sept. 10, 1984, effective Jan. 12, 1985.*

**Original authority: 301.114, RSMo 1984.*

Motor Vehicle Bureau
Division of MV/DL
Post Office Box 3325
Jefferson City, MO 65105-3325

STATE OF MISSOURI
DEPARTMENT OF REVENUE

Dear Title Service Applicant:

Enclosed is your title service registration renewal application for the 1990-1991 registration year. Please read and follow the instructions very carefully to prevent the rejection of your application and interruption of your business.

All title service registrations expire June 30th of each year. To guarantee that your application is approved before the June 30th expiration date, please submit the application and all requirements by June 23, 1990.

If you have any questions, please call (314) 751-4469.

Thank you for your immediate attention to these matters.

CENTRAL BRANCH SECTION
Special Registration Unit
5506 (4-10-90)

MISSOURI TITLE SERVICE REGISTRATION INSTRUCTIONS

Note: Title Service Registrations Expire June 30th of Each Year
Renewals Should Be Submitted By June 23, 1990

Who Must Register?

Missouri law (301.114 RSMo.) requires any person who carries on or conducts a business, the purpose of which is to act as an agent for a fee in obtaining a certificate of ownership of a motor vehicle, to register as a motor vehicle title service agent.

Registration Requirements

Any person who registers as a Missouri title service agent must submit the following (A separate application and the required documents must be submitted for each location operated):

1. Application, DOR-2509 (7-84) - must be completed in full and signed by the owner, partner or corporate officer listed on the application;
2. Corporate Surety Bond - A corporate surety bond in the amount of twenty-five thousand dollars (\$25,000.00). Attached are the bond requirements and a sample bond that may be used. If the bond is due to expire, a notarized letter or form signed by the bonding company stating the bond is still in full force and effect must be submitted. The letter must indicate an expiration date or state that the bond is non-expiring, and shall in all cases state that the Department of Revenue will be notified in case of cancellation by either party.
3. Fees - A check or money order for the \$50.00 annual registration fee made payable to the Missouri Department of Revenue (Do not send cash).
4. Missouri law (301.114 RSMo.) requires all title service applicants to be of good moral character. Good moral character is determined through a criminal record check made by the Missouri State Highway Patrol of all owners, partners, or principal officers (if a corporation) listed on the application.

The required documents must be mailed to the address shown below. Failure to submit any of the required documents or fees as herein provided will result in the rejection of the application and cause a delay in registration. Mail all applications to the following address: Department of Revenue, Motor Vehicle Bureau, Special Registration Unit, P.O. Box 3325, Jefferson City, Missouri 65105-3325. Applications which are hand delivered will not be approved the same day they are delivered.

CORPORATE SURETY BOND

Missouri law requires that every applicant for a Motor Vehicle Title Service license shall furnish, at the time of application, a corporate surety bond in the penal sum of \$25,000.00. The bond shall be on a form provided by the Director of Revenue. The requirements of the bond are as follows:

1. The bond must be executed in the name of the State of Missouri for the benefit of any aggrieved party.
2. The title service name must be listed as principal of the bond.
3. The effective date of the bond must be on or before the date of the application for title service license.
4. The bond must state that it is conditional upon the applicant's compliance with the provisions of the statutes applicable to all requirements for the lawful obtaining or receiving of certificates of ownership for motor vehicles.
5. The bond must state that it is an indemnity bond for loss sustained by any person by reason of an act of the title service, when that act could constitute grounds for suspension or revocation of the title service's registration.
6. The amount of the bond must be \$25,000.00 and must specify that the liability of the surety bond shall in no event exceed \$25,000.00.
7. The bond may or may not state that it is payable to the aggrieved party only after final judgment of a Missouri Court against the title service.
8. The bond must indicate an expiration date or state that it is a non-expiring bond, and shall, in all cases, state that the Department of Revenue will be notified in case of cancellation by either party.
9. The principal (title service agent) must sign the bond and have his signature witnessed or notarized.
10. The authorized agent of the bonding company must sign the bond and have his signature witnessed or notarized.

If a completed bond form does not accompany the title service's application for registration, the application will be rejected. The attached sample bond meets all the requirements set forth by Missouri law and may be used as a sample.



SAMPLE BOND

MISSOURI TITLE SERVICE

KNOW ALL MEN BY THESE PRESENT, that we _____
 as Principal, and _____, a corporation organized and
 existing under the laws of the State of _____, having its
 principal place of business at _____, as
 Surety, are held and firmly bound unto the State of Missouri, in the penal sum
 of Twenty-Five Thousand Dollars (\$25,000.00) for the payment of which, well and
 truly to be made, we bind ourselves, our heirs, executors, administrators,
 successors and assigns, jointly and severally, firmly by these present.

THE CONDITION of the above obligation is such that WHEREAS the Principal
 has applied for the issuance of a Motor Vehicle Title Service license and
 presents this bond in accordance with said statute.

NOW, THEREFORE, if the aforesaid Principal shall faithfully comply with the
 provisions of the State of Missouri statutes applicable to all requirements for
 the lawful obtaining or receiving of certificates of ownership for
 motor vehicles, and shall indemnify any person dealing or transacting business
 with the principal for any loss sustained by any person by reason of the acts of
 principal provided such acts of Principal constitute grounds for suspension or
 revocation of Principal's registration, then this obligation to be void;
 otherwise, to remain in full force and effect.

The aggregate liability of the Surety of all persons shall, in no event,
 exceed the amount of this bond during any one license year.

The bond shall be effective _____, 19____ and shall
 expire _____, 19____ (Bond can be listed as "non-expiring").

This bond may be cancelled by the Surety giving written notice to the
 Principal and Missouri Director of Revenue, stating the date of cancellation,
 which in no event shall be less than thirty (30) days after receipt of said
 notice by the Director of Revenue; however, the Surety shall remain liable for
 any and all acts of the Principal covered by this bond up to the date of
 cancellation.

Dated this _____ day of _____, 19____.

WITNESS TO PRINCIPAL'S SIGNATURE

 Signature

 Signature of Title Service (Principal)
 (Seal)

WITNESS TO SURETY'S SIGNATURE

 Signature

 Signature of Bondsman (Surety) (Seal)

12 CSR 10-23.150 Administrative Hearing Held Pursuant to Section 301.119, RSMo

PURPOSE: This rule establishes the procedures that will be utilized by the director and title service agents for compliance with section 301.119, RSMo.

(1) A title service agent receiving a notice of revocation/suspension for failure to satisfy the requirements of state law must request a hearing by the date stated on the notice of revocation/suspension. Failure to request the hearing by that date will be considered a waiver of the right to an administrative hearing and will make final, for the purposes of review, the director's decision.

(2) The date of the United States postmark shall be deemed the date of filing. If the request for hearing is delivered by hand, the date of filing shall be deemed to be the date received by the director of revenue or his/her official representative. If any date for performing any act falls on a Saturday, Sunday or legal holiday in this state, the act shall be considered timely provided it is performed on the next succeeding business day.

(3) Hearings will be held in Jefferson City, Missouri. Cases will be placed on the administrative docket in the order in which they are received.

(4) Parties requesting hearings will be notified by first class mail of the date and time of the hearing. A copy of the notice will be sent to the attorneys of record and the parties involved.

(5) Parties requesting hearings will be allowed one (1) continuance at the discretion of the hearing officer, provided good cause is shown. All requests for continuances shall be made in writing, state good cause for the continuance and be signed and verified by the party making the requests or his/her attorney or authorized representative. All requests for continuance must be filed not later than six (6) days prior to the date of the scheduled hearing. The following events or conditions shall constitute good cause to continue a hearing:

(A) Death of a party, representative, or an attorney of a party, or a witness to an essential fact;

(B) Incapacitating illness of a party, or representative, or attorney of a party or witness to an essential fact. The request must contain a written statement by an attending physician reciting the nature and probable duration of the illness; and

(C) Unavailability of a party, representative or attorney or material witness due to an unavoidable emergency.

(6) Cases under section 301.119, RSMo shall be considered contested cases as that term is defined in Chapter 536, RSMo.

(7) Hearing procedures are as follows:

(A) The director of revenue or his/her representative shall state to the requesting party that the director has determined that the title service agent has failed to comply with the provisions of Chapter 301, RSMo and the basis for this decision by the director;

(B) The requesting party may present any new facts which s/he feels may show compliance with the applicable provisions of Chapter 301, RSMo;

(C) Parties may present testimony by affidavit. Affidavits may be filed at the time of hearing or after notice of setting of the hearing. Parties will submit the original and three (3) copies of affidavits;

(D) Failure to appear at the hearing at the stated time will make the decision of the director final as of that date; and

(E) The provisions of Chapter 536, RSMo shall apply to hearings held pursuant to section 301.119, RSMo.

(8) The director shall make findings of fact and conclusions of law and enter his/her decision. All parties will be mailed a copy of the findings of fact and conclusions of law. No decision will be given at the time of the hearing.

(9) The effective date of the director's decision shall be the date set out in the notice of revocation/suspension or the date set in the hearing decision letter, whichever date is later.

(10) Parties may present briefs of law at the time of the hearing.

AUTHORITY: section 301.119, RSMo 1986. Original rule filed Sept. 10, 1984, effective Jan. 12, 1985.*

**Original authority: 301.119, RSMo 1984.*

12 CSR 10-23.160 Good Moral Character of Motor Vehicle Dealers, Manufacturers, Boat Dealers, Salvage Dealers and Title Service Agents

PURPOSE: The director of the Department of Revenue is charged with the responsibility of determining that applicants for registration

as motor vehicle dealers, salvage dealers and title service agents are of good moral character. This rule establishes the guidelines which will be used to determine if the applicant is eligible for registration.

(1) Except with a showing of evidence to the contrary, the following will be considered *prima facie* evidence on which the registration of a motor vehicle dealer, manufacturer, boat dealer, salvage dealer or title service agent will be denied because of lack of good moral character if the applicant:

(A) Has ever been convicted in any federal or state court of a felony relating to the acquisition or transfer of motor vehicles, trailers, motor vehicle parts or boats;

(B) Within five (5) years preceding the application, has been convicted in any federal or state court of a felony, within the last three (3) years, or has been convicted in any federal or state court of a misdemeanor relating to the acquisition of or transfer of motor vehicles, trailers, motor vehicle parts or boats; and

(C) Within three (3) years preceding the application, has been convicted in any federal or state court of a misdemeanor, or has shown contempt of laws in civil or administrative proceedings; or has had a motor vehicle dealer registration, manufacturer registration, boat dealer registration, salvage dealer registration or title service agent registration revoked in this or another state and has demonstrated through conduct since the date of the occurrence that no substantial improvement in character or reliability has occurred. A determination by the director of revenue that conduct subsequent to the occurrence in question demonstrated a failure to improve character or reliability will be made only following a notice to the applicant and a subsequent hearing before the director of revenue or his/her representative.

(2) Any dealer or applicant who receives notice of denial or revocation and desires to contest the *prima facie* of the fact(s) recited in subsection (1)(A) or (B) may request a hearing for the purpose of showing substantial rehabilitation or improvement in character sufficient to rebut the presumption created by the cited subsections. Request for a hearing should be submitted to the Director, Motor Vehicle and Driver's Licensing Division, P.O. Box 629, Jefferson City, MO 65105.

AUTHORITY: sections 301.114, 301.221 and 301.251, RSMo 1986. Original rule filed Oct. 15, 1984, effective Feb. 11, 1985.*

Amended: Filed June 4, 1986, effective Aug. 25, 1986.

**Original authority 301.114, RSMo 1984; 301.221, RSMo 1979, amended 1986; and 301.251, RSMo 1981, amended 1984, 1985, 1986.*

12 CSR 10-23.170 Registration of Corporation Motor Vehicles/Emission System Inspection Areas

PURPOSE: The director of the Department of Revenue is charged with the responsibility to determine that every application for registration of a motor vehicle contains all the information required by law. It is required in certain areas of the state, as part of the annual motor vehicle inspection certificate required for registration, that motor vehicles be tested to determine that the emission system is functioning within specified standards. Certain corporations based within the emission system inspection areas operate motor vehicles which are situated outside of the emission system inspection areas. This rule provides that the emission system inspection requirement does not apply to corporate motor vehicles based and operated exclusively outside of emission system areas.

(1) The requirement that an application for registration of a motor vehicle within an emission system inspection area contain a certificate of emission system inspection shall not apply to motor vehicles owned by corporations based within the inspection areas only upon presentation of the following:

(A) A notarized affidavit stating that the motor vehicle in question is based and operated exclusively in an area of the state not subject to emission system inspection requirements; and

(B) A tax receipt or certified collector's statement showing that the state and county tangible personal property taxes for the preceding year have been paid by the applicant in the county where the motor vehicle(s) is situated or that no taxes were due.

*AUTHORITY: sections 137.095, 301.025, 301.130 and 307.366, RSMo 1986. * Original rule filed Jan. 8, 1985, effective June 13, 1985.*

**Original authority 137.095, RSMo 1977, amended 1983, 1985, 1989; 301.025, RSMo 1951, amended 1974, 1984, 1987; 301.130, RSMo 1939, amended 1947, 1949, 1951, 1969, 1977, 1981, 1983, 1986, 1987; and 307.366, RSMo 1983, amended 1984, 1988.*

12 CSR 10-23.180 Replacement Vehicle Identification Plates

PURPOSE: This rule clarifies the issuance of replacement vehicle identification number plates stamped with the original vehicle identification number assigned by the manufacturer of the motor vehicle or trailer by the Department of Revenue.

(1) Upon certified application, the Department of Revenue may authorize the issuance of one (1) metal replacement vehicle identification number (VIN) plate with the original VIN stamped on the plate. The plate will be designed by the department in order to distinguish the replacement plate from the original plate. Before the issuance of any replacement plate, a physical inspection of the vehicle to determine the true and complete VIN must be made by an officer of a law enforcement agency approved by the Department of Revenue for that purpose. The inspecting officer shall certify the inspection in the appropriate place on the application and may retain a copy.

(2) After the replacement VIN plate is issued, the Department of Revenue will forward a copy of the application for replacement VIN (see 12 CSR 10-23.426) plate accompanied by the replacement plate itself to the original inspecting law enforcement agency who will make contact with the vehicle owner.

(3) The attachment of the replacement plate to the vehicle must be made by or under the supervision of the original inspecting law enforcement officer. A certification attesting to the attachment of the plate shall be made on a copy of the application by the officer and the copy will then be returned by the officer to the Department of Revenue. No replacement VIN plate other than one provided by the Department of Revenue shall be affixed to any motor vehicle or trailer.

(4) The fee for the replacement VIN plate will be seven dollars and fifty cents (\$7.50).

*AUTHORITY: section 301.300, RSMo 1986. * Original rule filed July 31, 1985, effective Nov. 28, 1985.*

**Original authority: 301.300, RSMo 1939, amended 1941, 1947, 1981, 1984, 1988, 1990.*

12 CSR 10-23.185 Obscene License Plates

PURPOSE: This rule establishes the guidelines for issuing personalized motor vehicle license plates.

(1) Language or symbols which are obscene or profane are not protected by the *United States or Missouri Constitution*. The language or symbols shall not be allowed on any personalized motor vehicle license plate issued under the provisions of section 301.144, RSMo. In determining whether or not requests for personalized motor vehicle license plates contain language or symbols which are obscene or profane, the Department of Revenue will use the standards in section (2).

(2) The following terms, as used in this rule, shall be defined as follows:

(A) *Obscene*—Language or symbols which represent or describe ultimate excretory functions or sexual acts in a patently offensive manner or make lewd reference to the male or female sexual organs and appeal to the prurient interests of the average person applying contemporary community standards (see *Miller v. California*, 415 U.S. 15, 93 S.Ct. 2607 (1973)). Prurient interests, as used in this definition, shall mean shameful or morbid interest in nudity, sex or excretion that goes substantially beyond customary limits or candor in description or representation of these matters (see *Haldeman v. United States*, C.A. Kan., 340 F2d 59 (10th Cir., 1965)); and

(B) *Profane*—Language or symbols which are irreverent or contemptuous of things regarded as sacred or that imply divine condemnation (see *Baker v. State*, 16 Ariz. App. 463, 494 P2d, 68 (1972) and *Duncan v. United States*, 48 F2d 128 (9th Cir., 1931)).

(3) No motor vehicle license plate will be issued by the Department of Revenue if the language or symbols on the plate are obscene or profane. In order to make this determination, the Department of Revenue will look to the way the average person applying contemporary community standards would view the license plate. Factors which the Department of Revenue may consider in this regard include, but are not limited to:

(A) An explanation by the registrant as to why s/he chose particular language or symbols to be on his/her personalized motor vehicle license plate;

(B) Complaints from the public regarding a license plate with the same letters, numbers or symbols as that requested or held by the registrant;

(C) Complaints from the public regarding a license plate with similar letters, numbers or symbols as that requested or held by the registrant;

(D) Dictionary definitions of the language or symbols requested by the registrant; and

(E) Information from other states regarding motor vehicle plates which have not been issued by them because they found them to be obscene or profane.

(4) The Department of Revenue shall recall any personalized motor vehicle license plate which it has already issued if it determines that a plate is obscene or profane.

AUTHORITY: section 301.144, RSMo Supp. 1991. Original rule filed Jan. 6, 1986, effective April 11, 1986. Emergency amendment filed Jan. 2, 1992, effective Jan. 12, 1992, expired May 10, 1992. Amended: Filed Jan. 2, 1992, effective May 14, 1992.*

**Original authority: 301.144, RSMo 1977, amended 1979, 1983, 1984, 1989.*



MISSOURI DEPARTMENT OF REVENUE
MOTOR VEHICLE BUREAU
**APPLICATION FOR REPLACEMENT OF VEHICLE
IDENTIFICATION NUMBER PLATE**

SEE INSTRUCTIONS ON REVERSE			
VALIDATION ONLY			
REGISTERED OWNER (LAST, FIRST, MIDDLE)			
STREET, R.R. OR P.O. BOX NUMBER			COUNTY
CITY, STATE, ZIP CODE			TELEPHONE NUMBER
YEAR	MAKE	BODY STYLE	VEHICLE IDENTIFICATION NUMBER
MISSOURI TITLE NUMBER	LICENSE NUMBER	LOSS OF VEH. PLATE REPORT TO:	DATE
REASON REQUIRED			
<input type="checkbox"/> LOST <input type="checkbox"/> STOLEN <input type="checkbox"/> MUTILATED <input type="checkbox"/> DESTROYED			
I certify that the statements above are true and that I am the registered owner of the above described vehicle.			
NOTARY SEAL		APPLICANT'S SIGNATURE	
		SWORN TO AND DESCRIBED BEFORE ME THIS	
		DAY OF _____, 19__	
		NOTARY PUBLIC	COMMISSION EXPIRATION
I certify that on _____ ^{DATE} I physically inspected the above described vehicle after the applicant provided satisfactory proof of ownership and found the vehicle identification number to be:			
LAW ENFORCEMENT AGENCY			FILE NUMBER
INSPECTING OFFICER			BADGE NUMBER
I certify that on _____ ^{DATE} I did affix the replacement vehicle identification plate number _____ ^{INSERT NUMBER} issued by the Department of Revenue to the above vehicle.			
LAW ENFORCEMENT AGENCY			
LAW ENFORCEMENT OFFICER			BADGE NUMBER

MO 860-0315 (9-86)

DISTRIBUTION: WHITE, YELLOW, PINK - DEPT. OF REVENUE
GOLDENROD - INSPECTING LAW ENFORCEMENT AGENCY

DOR-923 (9-86)

12 CSR 10-23.190 Temporary Permits Sold by a Registered Missouri Motor Vehicle Dealer

PURPOSE: This rule clarifies the sale by registered Missouri motor vehicle dealers of temporary permits to operate motor vehicles and trailers on the streets and highways of Missouri.

(1) A registered dealer may provide no more than one (1) two (2)-piece set of temporary permits per motor vehicle or trailer sold by his/her dealership. The temporary permits shall be effective for the number of days provided by law and shall be nonrenewable. No dealer shall sell a permit for use on any motor vehicle or trailer other than a motor vehicle or trailer sold by the dealer or his/her authorized employees at the dealer's own certified place of business except that a franchised motor vehicle dealer may issue a temporary permit for use on a motor vehicle the dealer delivers to a purchaser pursuant to a courtesy delivery arrangement made with another franchised dealer or manufacturer.

(2) The sale of all temporary permits, except those permits issued pursuant to a courtesy delivery arrangement, shall be recorded in the appropriate space on the dealer's monthly sales report by notation of the true, accurate and complete permit number next to the corresponding motor vehicle or trailer sale listed.

(3) A registered dealer may charge no more than the fee prescribed by law for each set of temporary permits as specified in section 301.140.4., RSMo.

(4) Upon each sale of a set of temporary permits, each dealer shall fully complete all information on the temporary permits in accordance with Department of Revenue instructions and complete all appropriate records of issuance found within the booklet of permits. If the permit is issued pursuant to a courtesy delivery arrangement, the dealer issuing the permit must record the words courtesy delivery on the corresponding permit and on the permit record within the permit booklet. The information listed shall be true, accurate and complete. Temporary permits that are spoiled shall be marked void and kept as a part of the dealership's records. The records shall be maintained in booklet form for a period of at least three (3) years for inspection by law enforcement or Department of Revenue officials.

(5) The Department of Revenue shall use reasonable diligence to ascertain whether the

number of temporary permits requested by any dealer is reasonably proportionate to the number of motor vehicle and trailer sales previously reported by the dealer on his/her monthly sales reports. In cases of discrepancy, the department may reduce the number of temporary permits provided to a dealer or refuse a request for temporary permits based upon its findings.

(6) No temporary permits shall be issued for use on a motor vehicle unless there is a valid certificate of inspection and approval for the particular motor vehicle in accordance with section 307.380, RSMo. Dealers shall enter the true, accurate and complete motor vehicle inspection certificate number on the temporary permit record.

(7) Upon a finding that a dealer has failed to comply with any of the provisions of this rule, the department may reduce the number of temporary permits issued to a dealer or refuse a dealer's request for temporary permits.

AUTHORITY: sections 301.140 and 307.380, RSMo 1986. Original rule filed Oct. 1, 1985, effective Dec. 26, 1985. Amended: Filed Nov. 13, 1986, effective Feb. 28, 1987. Amended: Filed Nov. 17, 1987, effective April 11, 1988. Emergency amendment filed Oct. 26, 1990, effective Nov. 5, 1990, expired March 4, 1991. Amended: Filed July 2, 1990, effective Dec. 31, 1990.*

**Original authority: 301.140, RSMo 1939, amended 1947, 1951, 1978, 1979, 1986, 1987 and 307.380, RSMo 1967, amended 1981.*

12 CSR 10-23.200 Nonnegotiable Certificate of Title to a Motor Vehicle or Trailer (Rescinded September 9, 1993)

AUTHORITY: sections 301.010, 301.190 and 301.300, RSMo Supp. 1990. Original rule filed Jan. 17, 1986, effective May 29, 1986. Amended: Filed Nov. 12, 1991, effective March 9, 1992. Rescinded: Filed March 24, 1993, effective Sept. 9, 1993.

12 CSR 10-23.210 Congressional Medal of Honor License Plates

PURPOSE: This rule clarifies procedures for issuance of Congressional Medal of Honor license plates.

(1) Congressional Medal of Honor license plates are Missouri license plates containing letters or numbers or combinations of letters

and numbers which may be established by the director of revenue.

(2) The license plates shall bear the words CONGRESSIONAL MEDAL OF HONOR in blue lettering on two (2) lines with letters approximately one inch (1") in height on a white background. Immediately to the left of these words shall appear a one (1) or two (2) digit number. The upper left-hand corner of the plate will bear a reproduction of the Congressional Medal of Honor in gold. On the top of the license plate shall appear the words MISSOURI and JUL.

(3) Congressional Medal of Honor license plates will be issued only to recipients of the Congressional Medal of Honor and may be issued to any motor vehicle other than a commercial motor vehicle licensed for more than twelve thousand pounds (12,000 lbs.).

(4) Congressional Medal of Honor license plates shall be issued only to motor vehicles which are owned solely or jointly by recipients of the medal.

(5) Any person desiring to obtain Congressional Medal of Honor license plates must make application for the set of two (2) plates.

(6) Each initial application for Congressional Medal of Honor plates shall be submitted to the Department of Revenue, P.O. Box 100, Jefferson City, MO 65105 and shall be accompanied by a letter from the United States Veterans Administration verifying the person was a recipient of the Congressional Medal of Honor. Upon approval, Congressional Medal of Honor license plates will be issued from the Motor Vehicle Bureau Central Office. Subsequent annual renewal may be accomplished at any branch or fee agent office statewide.

(7) Applicants for Congressional Medal of Honor license plates shall be required to comply with all Missouri laws and rules relating to the titling and registration of motor vehicles.

(8) Applications for renewal of Congressional Medal of Honor license plates shall be filed with the Department of Revenue prior to the last regular work day of July each year.

(9) Each person qualifying for a Congressional Medal of Honor license plate may license only one (1) motor vehicle with a Congressional Medal of Honor license plate.

(10) There shall be no fee charged for a Congressional Medal of Honor license plate.

AUTHORITY: section 301.145, RSMo 1986. Original rule filed Jan. 22, 1986, effective May 11, 1986. Amended: Filed Nov. 13, 1986, effective Feb. 28, 1987.*

**Original authority: 301.145, RSMo 1986.*

12 CSR 10-23.220 Motor Vehicle Fee and Tax Refund Requests

PURPOSE: This rule clarifies when a request for refund of motor vehicle fees and taxes will be approved or denied.

(1) The Department of Revenue will approve a request for refund unless the request is made pursuant to circumstances including, but not limited to, the following:

(A) In any case of a casualty loss when the loss of a motor vehicle or trailer was partial rather than total;

(B) In any case of a total casualty loss where the date of sale of a replacement vehicle, as evidenced by the date the notary acknowledged the transferor's signature, on a Manufacturer's Statement of Origin or a Missouri certificate of title was more than ninety (90) days prior to or after the date the casualty loss proceeds were certified to the loss payee;

(C) In any case where the date of sale of an original vehicle, as evidenced on the Missouri certificate of title by a notary seal, dates more than ninety (90) days before or after the date of purchase of a new replacement vehicle. The date of sale of a new vehicle shall be evidenced on the Manufacturer's Statement of Origin by the date the notary acknowledged the signature of the transferor;

(D) In any case where the date of sale of an original vehicle, as evidenced on the Missouri certificate of title by a notary seal, dates more than ninety (90) days before or after the date of purchase of a used replacement vehicle. The date of purchase of the used replacement vehicle shall be evidenced on the Missouri certificate of title by the date the notary acknowledged the signature of the transferor;

(E) In any case where the original vehicle sold or destroyed is owned by a title holder of record other than the title holder of the replacement vehicle. The title holder(s) of the original vehicle must be, in fact, the same as the title holder(s) of the replacement vehicle in order to qualify for the tax exemption under section 144.025 or 144.027, RSMo;

(F) In any case where an individual or an organization was not the holder of a valid tax

exemption number on the date the vehicle was purchased;

(G) In any case where the claim is for refund of registration fees; and

(H) In any case where the claim for refund was filed more than two (2) years from the date the tax was paid.

(2) The Department of Revenue will refund taxes erroneously paid in connection with the titling of a motor vehicle or trailer that is later determined to have been stolen or when a purchase of a motor vehicle is rescinded within sixty (60) days of the purchase date.

(3) Proceeds, as used in section 144.027, RSMo, are defined as the amount in the form of cash or a check actually received from the insurance company. The deductible amount under the policy shall not be added to the amount of the check to total the proceeds.

AUTHORITY: section 144.270, RSMo 1986. Original rule filed March 3, 1986, effective June 28, 1986. Amended: Filed Nov. 18, 1986, effective March 12, 1987.*

**Original authority: 144.270, RSMo 1939, amended 1941, 1943, 1945, 1947, 1955, 1961.*

12 CSR 10-23.230 Legal Sale of Motor Vehicle or Trailer

PURPOSE: This rule clarifies that, as of August 28, 1989, the form of warranty prescribed by the director of revenue for assignments of title to motor vehicles does not require acknowledgment of the transferor's signature by a notary public. In addition, this rule clarifies that assignments of title made on or after August 28, 1989, which do not include a notarial acknowledgment of the transferor's signature, are not procedurally defective.

(1) Any assignment of a motor vehicle or trailer certificate of title made on or after August 28, 1989, and before February 11, 1991, is not procedurally defective by reason of the transferor's signature not being acknowledged by a notary public.

(2) Beginning on August 28, 1989, an assignment of a certificate of title does not require an acknowledgment of the transferor's signature by a notary public. As of that date, the form of warranty of title prescribed by the director of revenue for the proper assignment of certificate of title pursuant to section 301.210, RSMo removed any requirement that the transferor's signature be notarized.

AUTHORITY: section 301.210, RSMo 1986. Original rule filed March 3, 1986, effective June 28, 1986. Emergency rescission filed Jan. 3, 1991, effective Jan. 13, 1991, expired May 13, 1991. Rescinded: Filed Jan. 3, 1991, effective June 10, 1991. Emergency rule filed Feb. 1, 1991, effective Feb. 11, 1991, expired June 10, 1991. Readopted: Filed Feb. 1, 1991, effective June 10, 1991.*

**Original authority: 301.210, RSMo 1939, amended 1947, 1984, 1991.*

12 CSR 10-23.240 Recording of Mileage on an Application for Certificate of Title (Rescinded July 8, 1991)

AUTHORITY: sections 301.190, 301.210 and 407.536, RSMo 1986. Original rule filed March 3, 1986, effective June 28, 1986. Amended: Filed Dec. 2, 1986, effective March 12, 1987. Rescinded: Filed Feb. 15, 1991, effective July 8, 1991.

12 CSR 10-23.250 Registration and Classification of Commercial Motor Vehicles

PURPOSE: This rule sets forth the requirements for the registration and classification of commercial motor vehicles.

(1) The intended usage of a motor vehicle shall determine how a vehicle is to be registered unless the registration is otherwise defined by statute. An applicant shall designate at the time of registration the type of usage for which the vehicle shall be principally used.

(2) A commercial motor vehicle is a motor vehicle designed for or regularly used for carrying freight and merchandise or more than eight (8) persons, excepting vanpools or shuttle buses. Commercial use of the vehicle shall be presumed where the vehicle is regularly used for the carrying of freight or persons for more than fifty percent (50%) of the driving time or mileage of the vehicle.

(3) The registrant of a van, truck or station wagon who registers the vehicle as non-commercial shall provide the department with a notarized affidavit that the commercial use of the motor vehicle comprises less than fifty percent (50%) of the use of the vehicle.

AUTHORITY: sections 301.010, 301.020 and 301.030, RSMo 1986. Original rule filed March 3, 1986, effective June 28, 1986.*

**Original authority: 301.010, RSMo 1939, amended 1945, 1949, 1951, 1969, 1974, 1979, 1980, 1983, 1983, 1985, 1986, 1986, 1987, 1988, 1989; 301.020, RSMo 1939, amended 1943, 1945, 1949, 1957, 1969, 1985, 1986, 1988, 1988, 1989; and 301.030, RSMo 1947, amended 1951, 1965, 1974, 1983, 1986.*

12 CSR 10-23.255 Replacement Vehicle Identification Number Tabs—DR and DRX Numbers

PURPOSE: This rule clarifies the issuance of Department of Revenue vehicle identification number tabs to motor vehicles and trailers which were never assigned a vehicle identification number plate by their manufacturer; have had a number destroyed, removed, covered or altered; or were reconstructed with various major component parts of other motor vehicles or trailers which have conflicting or different vehicle identification number plate numbers.

(1) Upon certified application, the department may authorize the issuance of one (1) adhesive vehicle identification number (VIN) tab which shall be affixed in an upright position to the inside facing of the driver's door adjacent to the number it is replacing on a motor vehicle; or in a prominent, upright position on the left side near the corner of a trailer and which shall serve as the VIN of the motor vehicle or trailer.

(2) Before the issuance of any VIN tab to a motor vehicle, a physical inspection of the motor vehicle to determine the need for a replacement vehicle identification number tab (DR Number) must be made by an officer of a law enforcement agency approved by the department for that purpose. The inspecting officer shall certify the inspection on a Vehicle Examination Certificate provided by the department and may retain a copy. The inspecting officer shall also provide a copy of the Vehicle Examination Certificate to the owner. If the Vehicle Examination Certificate indicates conflicting VINs for the public VIN and the police VIN, and at least three (3) or more new or used major component parts have been used in reconstructing the vehicle, the department will issue a replacement vehicle identification number tab (DR Number) for the inspecting officer to affix to the motor vehicle as described in section (1).

(3) Before issuance of any VIN tab to the owner of a homemade trailer, the owner must present verification from an official Missouri Motor Vehicle Inspection Station that the trailer is indeed homemade. The certificate will describe the trailer as HMDE and record the VIN as NONE. To obtain a DRX

Number, the owner must submit the inspection certificate along with a completed Department of Revenue Form 50, Application for DRX Number.

(4) Before issuance of any VIN tab to the owner of a manufactured trailer, the need for a DR Number must be established through inspection of the trailer by a designated, official Motor Vehicle Inspection Station. If the manufactured trailer does not have a VIN, the inspection station will record UNKNOWN in the appropriate area on the inspection certificate. The department will issue, upon certified application for title by the owner, a DR Number for the trailer. The DR Number tab shall be affixed by the owner as described in section (1).

(5) If the make of a manufactured trailer cannot be determined by the inspection station, the station will record the make as UMFG on the inspection certificate. In addition, if the manufactured trailer lacks a VIN, the department will issue, upon certified application for title by the owner, a DRX Number for the trailer. The DRX Number tab shall be affixed by the owner as described in section (1).

*AUTHORITY: sections 301.020 and 301.380, RSMo 1986. * Original rule filed March 21, 1986, effective July 11, 1986.*

**Original authority 301.020, RSMo 1939, amended 1943, 1945, 1949, 1957, 1969, 1985, 1986, 1988, 1988, 1989 and 301.380, RSMo 1939, amended 1945, 1949, 1984.*



MISSOURI DEPARTMENT OF REVENUE
MOTOR VEHICLE BUREAU
APPLICATION FOR DRX NUMBER

ANY FALSE STATEMENT IN THIS APPLICATION IS A VIOLATION OF LAW AND MAY BE PUNISHED BY FINE, IMPRISONMENT OR BOTH. (301.420 RSMo.)

VALIDATION ONLY

NAME (LAST) (FIRST) (MIDDLE)

ADDRESS COUNTY

CITY ZIP CODE

YEAR MAKE HMDE ASSIGNED DRX NUMBER MO YEAR

APPLICANT STATES THAT HE IS THE LAWFUL OWNER OF THE HOMEMADE TRAILER DESCRIBED IN THE TITLE APPLICATION. HE FURTHER STATES THAT HE WILL ATTACH THE ASSIGNED TRAILER IDENTIFICATION NUMBER PLATE IN AN APPROPRIATE PLACE ON THE RIGHT FRONT WHERE IT WILL BE EASILY ACCESSIBLE AND NOT SUBJECT TO DEFACEMENT OR DESTRUCTION.

OWNER'S SIGNATURE

X

STATE SUBSCRIBED AND SWORN BEFORE ME THIS DAY OF 19 COUNTY (OR CITY OF ST. LOUIS)

NOTARY PUBLIC EMBOSSEER SEAL NOTARY PUBLIC SIGNATURE MY COMMISSION EXPIRES

NOTARY PUBLIC NAME (TYPED OR PRINTED)

USE RUBBER STAMP IN CLEAR AREA BELOW.

MO 360-0358 (6-89) DISTRIBUTION: WHITE - ORIGINAL CANARY - AGENT PINK - APPLICANT DOR-80 (6-89)

12 CSR 10-23.260 Inspection of Foreign Motor Vehicles Prior to Titling

**Original authority: 301.190, RSMo 1939, amended 1947, 1965, 1981, 1983, 1984, 1985, 1986, 1986, 1987, 1988, 1989, 1990.*

PURPOSE: This rule sets forth the procedures for issuance of Missouri certificates of title to foreign motor vehicles not specifically manufactured for importation into this country.

Editor's Note: The secretary of state has determined that the publication of this rule in its entirety would be unduly cumbersome or expensive. The entire text of the material referenced has been filed with the secretary of state. This material may be found at the Office of the Secretary of State or at the headquarters of the agency and is available to any interested person at a cost established by state law.

(1) Some vehicles are not manufactured for importation into the United States. In order for a certificate of title to be issued, the department requires any motor vehicle imported by a registered Missouri motor vehicle dealer, or an individual, which vehicle is not manufactured for importation into the United States, to be inspected by a member of the Missouri State Highway Patrol. At the time of the inspection, the Missouri State Highway Patrol will complete a Vehicle Examination Certificate, DOR Form 551. This form indicates that the vehicle identification number has been verified and is correct.

(2) Some motor vehicles which are purchased by Missouri residents in another country and imported into the United States are manufactured for importation into the United States and conform to all legal standards. The ownership document for these vehicles is usually a Manufacturer's Statement of Origin similar to the type issued for a motor vehicle constructed by an American manufacturer.

(A) Any application for title to a motor vehicle imported into the United States which is accompanied by a Manufacturer's Statement of Origin need not be accompanied by a DOR Form 551(B). If problems are encountered at the time the application is entered into the Department of Revenue's computer, the central office will inform the applicant to contact the Missouri State Highway Patrol to request that they inspect the vehicle and complete a Vehicle Examination Certificate.

AUTHORITY: section 301.190, RSMo 1986. * Original rule filed March 21, 1986, effective July 11, 1986.



MISSOURI DEPARTMENT OF REVENUE
MOTOR VEHICLE BUREAU
**VEHICLE EXAMINATION CERTIFICATE
AND AFFIDAVIT**

FORM
551
(REV. 4-89)

RETURN TO:
Missouri Department of Revenue
Motor Vehicle Bureau
P. O. Box 3325
Jefferson City, Missouri 65105-3325
Phone (314) - 751-2609

1. APPLICANT'S NAME			VALIDATION ONLY			
2. STREET ADDRESS						
3. CITY	4. STATE	5. ZIP CODE	6. TELEPHONE NUMBER ()		7. SALVAGE BUSINESS NO. (IF APPLICABLE)	

8. CHECK WHICH OF THE PARTS LISTED BELOW WERE INSTALLED ON THE MOTOR VEHICLE AND FILL IN THE REQUESTED INFORMATION FOR EACH. PHOTOCOPIES OF THE FRONT AND BACK OF THE CERTIFICATE OF TITLE OR JUNKING CERTIFICATE TO THE VEHICLE(S) FROM WHICH EACH OF THE PARTS LISTED BELOW WERE TAKEN MUST BE SUBMITTED ALONG WITH CORRESPONDING DESCRIPTIVE, NOTARIZED BILLS OF SALE. (EXCEPT MOTOR/ENGINE AND TRANSMISSION)

PARTS	YEAR	MAKE	SERIAL NUMBER	TITLE NUMBER	STATE
<input type="checkbox"/> COWL					
<input type="checkbox"/> REAR CLIP					
<input type="checkbox"/> FRAME					
<input type="checkbox"/> BODY					
<input type="checkbox"/> CAB					
<input type="checkbox"/> FRONT CLIP					
<input type="checkbox"/> FRONT-END ASSEMBLY					
<input type="checkbox"/> MOTOR/ENGINE					
<input type="checkbox"/> TRANSMISSION					

9. LIST ANY OTHER ESSENTIAL PARTS SUCH AS BUMPER, HOOD, FENDER, GRILLE, TRUNK LID, DOORS AND ATTACH CORRESPONDING BILLS OF SALE.

I DO HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. IF A "DR" NUMBER IS ASSIGNED, I FURTHER PLEDGE THAT THIS NUMBER SHALL BE AFFIXED TO THE MOTOR VEHICLE, AS DIRECTED BY THE DEPARTMENT OF REVENUE, WITHIN FIVE DAYS AFTER ASSIGNMENT.

10. SIGNATURE OF OWNER OR AUTHORIZED AGENT
X

NOTARY PUBLIC EMBOSSEER SEAL	STATE OF	COUNTY (OR CITY OF ST. LOUIS)
	SUBSCRIBED AND SWORN BEFORE ME, THIS	
	DAY OF	19
	NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES
NOTARY PUBLIC NAME (TYPED OR PRINTED)		

USE RUBBER STAMP IN CLEAR AREA BELOW.

FOR AUTHORIZED LAW ENFORCEMENT AGENCY USE ONLY - DO NOT WRITE BELOW THIS LINE

11. MAKE	12. YEAR	13. PUBLIC VIN	YEAR
14. MILEAGE	15. CYL.	16. POLICE VIN	YEAR
17. MODEL	18. ENGINE VIN		YEAR
19. COLOR	20. TRANSMISSION VIN		YEAR
21. BODY STYLE	22. EPA STICKER		YEAR

23. CHECK WHICH OF THE FOLLOWING PARTS WERE CHANGED
 COWL REAR CLIP FRAME BODY CAB FRONT CLIP FRONT-END ASSEMBLY MOTOR/ENGINE

24. THIS VEHICLE IS A NON-USA STD MOTOR VEHICLE (CHECK IF APPLICABLE)

25. REMARKS (USE ADDITIONAL SHEET OF PAPER IF NECESSARY)

26. I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT MY PHYSICAL INSPECTION OF THIS VEHICLE ON _____, 19____ DISCLOSED THAT NO PERTINENT SERIAL NUMBERED PARTS OR VEHICLE IDENTIFICATION NUMBERS CAME FROM OR BELONG TO STOLEN VEHICLES. I FURTHER CERTIFY THAT THE INFORMATION IN ITEMS 11 THRU 25 IS TRUE AND ACCURATE IN FORM AND CONTENT.

27. LAW ENFORCEMENT AGENCY	28. FILE NUMBER
29. EXAMINING OFFICER'S SIGNATURE	30. EXAMINING OFFICER'S PHONE NUMBER ()
	31. BADGE NUMBER

MO 860-0113 (4-89) **DISTRIBUTION: WHITE - APPLICANT SUBMIT TO REVENUE CANARY - EXAMINING OFFICER PINK - REVENUE GOLDENROD - OFFICE AUDIT COPY**

FORM 551

PAGE 2

PLEASE REVIEW THE DEFINITIONS BELOW TO DETERMINE HOW YOUR MOTOR VEHICLE WILL BE CLASSIFIED AND TITLED.

REBUILT MOTOR VEHICLE - A motor vehicle which has been repaired or restored to its original appearance and design by means of repaired sheet metal and/or by replacement of new or major parts such as the bumper, hood, fender, grille, trunk lid, and doors of the same vehicle make, model, or description excluding major component parts (see definition of major component parts below). An original Missouri certificate of title will be issued for a rebuilt motor vehicle which conforms to this definition.

RECONSTRUCTED MOTOR VEHICLE - A vehicle that is altered from its original construction by the addition or substitution of two or more new or used major component parts, excluding motor vehicles made from all new parts, and new multistage manufactured vehicles.

MOTOR CHANGE MOTOR VEHICLE - A vehicle manufactured prior to August, 1957, which receives a new, rebuilt or used engine, and which used the number stamped on the original engine as the vehicle identification number.

SPECIALY CONSTRUCTED MOTOR VEHICLE - A motor vehicle which has not been originally constructed under a distinctive name, make, model, or type by a manufacturer of motor vehicles (EXAMPLE - DUNE BUGGY). The term "specially constructed motor vehicle" includes kit vehicles. The Missouri Certificate of Title issued will be stamped "Specially Constructed".

KIT MOTOR VEHICLE - A motor vehicle assembled by a person other than a generally recognized manufacturer of motor vehicles by the use of a "glider kit" or replica purchased from an authorized manufacturer and accompanied by a manufacturer's statement of origin. The "kit" may include the cab, drive train, etc. The Missouri Certificate of Title issued will be stamped "Specially Constructed."

NON-USA-STD MOTOR VEHICLE - A motor vehicle not originally manufactured in compliance with United States emissions or safety standards.

MAJOR COMPONENT PARTS - Include the following parts of a motor vehicle: rear clip, cowl, frame, front end assembly, front clip, body and cab.

MAJOR COMPONENT PARTS

- I. **FRONT-END ASSEMBLY** - An entire unit consisting of that portion of the body from the firewall forward, i.e., hood, both fenders, inner skirt of fenders, radiator or core support, and grille.
- II. **FRONT CLIP** - All parts of the front-end assembly plus complete cowl. It may include instrumentation and steering column. It requires cutting of vehicle floor and windshield post.
- III. **CAB** - The passenger compartment of a common truck. It is a one-piece sheet metal construction which may or may not include glass, instrumentation, steering column, and seat.
- IV. **REAR CLIP** - The complete rear sheet metal assembly formed by severing the vehicle across the floor and either through the windshield post or through the rear window post.
- V. **COWL** - The sheet metal formed by severing the vehicle across the floor in the vicinity of the front seat and severing the windshield posts. It does not include parts forward of the firewall. If a cowl is included as an integrated part of a front clip, front-end assembly, or rear clip, it will not be considered a major component part for the purpose of determining the number of such parts used in reconstructing a vehicle.
- VI. **FRAME** - The steel basic structure which runs the entire length of some vehicles and onto which the suspension parts are bolted to the lower side and the body is bolted to the top side. Unibody vehicles do not have this type of frame.
- VII. **BODY** - The shell, either of a unibody or frame-type passenger vehicle, which consists of a one-piece, integrated sheet metal construction extending from the firewall back. The body includes a cowl but not a front-end assembly. It may or may not include an interior, doors, and deck lid.

These definitions are provided for general reference only. They are subject to change. The Department of Revenue's current Administrative Rule on this subject shall control.

12 CSR 10-23.265 Statements of Non-Interest

PURPOSE: This rule sets forth the requirements to retitle when an assignment of title is erroneously completed.

(1) Whenever an assignment of title is erroneously completed or the sale of the vehicle is not consummated within sixty (60) days after the assignment of title, the seller of the vehicle must comply with one (1) of the requirements outlined as follows:

(A) If the seller of the vehicle is not a Missouri registered motor vehicle dealer, the seller of the vehicle must obtain a duplicate certificate of title from this department before the ownership of the vehicle may be transferred to another individual. The seller will be required to submit the following documents in order to obtain the duplicate title:

1. Application for Duplicate Title, DOR-108;
2. The mutilated certificate of title;
3. A statement signed by the seller and the individual (purchaser) to whom the vehicle was assigned stating the date and reason the sale was not completed;
4. A statement from any lienholder which may have been recorded in the assignment of title; and
5. Required duplicate title fee;

(B) If the seller of the vehicle is a Missouri registered motor vehicle dealer, the dealership will not be required to obtain a duplicate certificate of title in the previous owner's name but will be required to obtain an original title in the name of the dealership before the ownership of the vehicle may be transferred to another individual or dealership. The dealership will be required to submit the following documents in order to obtain the original title:

1. Application for Title, DOR-108;
2. The mutilated certificate of title;
3. A statement signed by a representative of the dealership and the individual (purchaser) to whom the vehicle was assigned stating the date and reason the sale was not completed;
4. A statement from any lienholder which may have been recorded in the assignment of title; and
5. Required title fee; and

(C) If the assignment of title by the dealership occurred on an original certificate of title issued in the name of that dealership, the dealership would be required to make an application for duplicate title as required in subsection (1)(A).

(2) If the sale of the vehicle is rescinded within sixty (60) days from the date of vehicle purchase, the purchaser/seller may apply for a refund of any taxes paid on the acquisition of the vehicle within one (1) year after the payment of taxes.

(3) This rule applies to Certificates of Title issued by Missouri as well as other states. It does not affect assignments of ownership on Manufacturers' Statements of Origin.

AUTHORITY: sections 301.190, and 301.210, RSMo Supp. 1998. Original rule filed March 21, 1986, effective July 26, 1986. Amended: Filed June 30, 1999, effective Dec. 30, 1999.*

**Original authority: 301.190, RSMo 1939, amended 1947, 1965, 1981, 1983, 1984, 1985, 1986, 1986, 1987, 1988, 1989, 1990, 1992, 1997 and 301.210, RSMo 1939, amended 1947, 1984, 1991, 1997.*

12 CSR 10-23.270 Watercraft Identification Plates

PURPOSE: This rule sets forth the procedures for issuance of watercraft identification plates.

(1) Every watercraft sold in this state after January 1, 1970, must have die stamped on or within three feet (3') of the transom or stern a factory number or serial number. If the watercraft does not have a factory or serial number, the owner must make application to the Department of Revenue for the issuance of a new or replacement identification number plate to be affixed to the watercraft. Upon application, the Department of Revenue may authorize the issuance of one (1) metal identification plate which will serve as the identification number of the watercraft.

(2) Before the issuance of any metal identification plate, a physical inspection of the watercraft shall be made by an officer of a law enforcement agency approved by the Department of Revenue for that purpose. The physical inspection of the watercraft will determine either the true and complete identification number for the watercraft or that no identification number exists. The inspecting officer shall certify the physical inspection on the Boat/Outboard Motor Certification provided by the department.

(3) If the physical inspection of the watercraft discloses that the watercraft is homemade, the assigned identification number will begin with the prefix MOZ followed by the last two (2) numeric digits of the calendar year the

watercraft was constructed, a three (3) numeric digit control number and four (4) numeric digits which will identify the month and year of issuance.

(4) If the physical inspection of the watercraft discloses the true and complete identification number, the assigned identification number will contain the same identification number as placed on the watercraft by the manufacturer of the watercraft.

(5) If the physical inspection of the watercraft discloses that the watercraft is manufactured and the true and complete identification number cannot be determined, the assigned identification number will begin with the prefix MOM followed by the last two (2) numeric digits of the calendar year the watercraft was manufactured, a three (3) numeric digit control number and four (4) numeric digits which will identify the month and year of issuance.

(6) After the identification plate is issued, the watercraft owner will affix the identification plate on or within three feet (3') of the transom or stern of the watercraft.

(7) The fee for the identification plate will be seven dollars and fifty cents (\$7.50) per identification plate.

AUTHORITY: section 306.030, RSMo 1986. Emergency rule filed March 17, 1986, effective March 27, 1986, expired July 25, 1986. Original rule filed March 17, 1986, effective June 28, 1986.*

**Original authority: 306.030, RSMo 1959, amended 1969, 1975, 1985.*

12 CSR 10-23.275 Recognition of Nonresident Disabled Person Windshield Placards

PURPOSE: This rule sets forth the criteria by which Missouri will recognize and honor vehicles displaying disabled person windshield placards issued to nonresident operators of these vehicles by another state, District of Columbia, or territory or possession of the United States of which the operator is a resident.

(1) Missouri shall honor disabled person windshield placards displayed in or on vehicles of nonresident operators at all times when the vehicles are operated by nonresidents within this state and specifically when the vehicles are located in parking spaces

designated for the disabled. The following conditions apply:

(A) The vehicle shall be duly registered for the current year in its respective state, District of Columbia, or territory or possession of the United States;

(B) The operator of the vehicle shall comply with the provisions of section 301.143, RSMo, which allows political subdivisions of Missouri to designate parking spaces for the exclusive use of vehicles displaying a distinguishing disabled person windshield placard; and

(C) Nothing in this rule, in any way, shall be interpreted to allow a nonresident operator of a vehicle displaying a disabled person windshield placard to violate any lawful political subdivision's ordinances governing parking of vehicles within the boundaries of the political subdivision.

AUTHORITY: sections 301.271, RSMo 1986 and 301.142, RSMo Supp. 1991. Original rule filed April 21, 1986, effective Aug. 11, 1986. Amended: Filed Nov. 12, 1991, effective March 9, 1992.*

**Original authority: 301.271, RSMo 1958 and 301.142, RSMo 1977, amended 1981, 1982, 1983, 1986, 1987, 1991.*

12 CSR 10-23.280 Replacement of Multiyear License Plates

PURPOSE: This rule sets forth the procedures for replacement of multiyear license plates.

(1) In January 1979 the Department of Revenue began issuing multiyear license plates. The categories of multiyear license plates are: passenger; recreational vehicle; motorcycle; motortricycle; commercial motor vehicles licensed as Local (L) 6000 and 12,000, Beyond Local (BL) 9000, BL 6000 and 12,000; shuttle bus; and van pool. These license plates were subjected to manufacturing processes which guarantee a minimum useful life of five (5) years. Holders of multiyear license plates issued at least five (5) years previously may be issued new license plates upon the payment of the annual registration (renewal) fee subject to the procedures outlined that follow:

(A) If the owner of multiyear license plates requests new plates upon renewal and surrenders the old license plates, new license plates from the office's current inventory stock may be issued upon the payment of only the appropriate renewal fee;

(B) If the owner of multiyear license plates requests new plates upon renewal, but refus-

es to surrender the old license plates in his/her possession, new license plates from the office's current inventory stock may be issued upon the payment of the appropriate regular registration fee and the failure to renew fee;

(C) If the owner of multiyear license plates requests new license plates upon renewal, but declares that s/he cannot surrender his/her old license plates because they were lost, stolen or destroyed, the applicant must complete an application for replacement plates and pay the appropriate replacement plate charge in addition to the regular registration fee. The applicant will be issued validation tabs from the current inventory stock and a replacement permit and receipt. The replacement plates will be manufactured with the same configuration as the original plates and will be mailed to the applicant. The applicant will affix the new validation tabs to the replacement plates when they are received by him/her;

(D) If the owner of multiyear license plates requests new plates at any time other than during the month of renewal because the license plates currently on the vehicle are at least five (5) years old, s/he may be issued replacement plates at no fee; however, the applicant must surrender the damaged license plates. The applicant will be issued replacement tabs and a replacement permit and receipt. The replacement plates will be manufactured with the same configuration as the original plates and mailed to the applicant;

(E) If the owner of multiyear license plates which are at least five (5) years old, purchases another vehicle and does not wish to transfer the license plates, the applicant may pay the appropriate transfer fee, surrender the old plates and be issued replacement plates at no fee. The applicant will be issued replacement tabs, a replacement permit and receipt. The replacement plates will be manufactured with the same configuration as the original plates and mailed to the applicant;

(F) If the owner of multiyear license plates, which are at least five (5) years old, purchases another vehicle but does not wish to transfer the old license plates and refuses to surrender them, s/he may be issued a new set of license plates from the branch or fee agent office's current inventory stock. S/he will be required to pay the appropriate registration fee and the failure to transfer fee; and

(G) If the owner of multiyear license plates, which are at least five (5) years old, has only one (1) license plate to surrender and declares the other license plate was lost, stolen or destroyed, s/he may be issued a new set of multiyear license plates under the procedures established in subsection (1)(A) of

this rule. The applicant will not be required to pay the failure to renew fee or apply for one (1) replacement plate.

(2) An owner of multiyear license plates, which are less than five (5) years old, who either refuses to renew or to transfer the plates will be issued new plates, be charged the appropriate renewal fee and be charged either a failure to renew or failure to transfer fee, whichever is applicable.

AUTHORITY: section 301.130, RSMo 1986. Original rule filed April 21, 1986, effective Aug. 11, 1986.*

12 CSR 10-23.285 Titling of Motor Vehicles Sold Without Safety Inspections

PURPOSE: This rule clarifies when an original Missouri certificate of title versus a salvage certificate of title shall be issued to owners of vehicles purchased for junk, salvage or for the purpose of rebuilding in accordance with section 307.380, RSMo.

(1) If the purchaser (owner) of the vehicle declares that the vehicle requires only the repairs necessary to enable it to pass a safety inspection, the department may issue an original Missouri certificate of title in the owner's name.

(2) If the purchaser (owner) of the vehicle declares that the vehicle requires reconstruction or rebuilding which would involve installation of new or used essential parts, the department may issue a salvage Missouri certificate of title in the owner's name.

AUTHORITY: section 307.380, RSMo Supp. 1987. Original rule filed April 21, 1986, effective Aug. 11, 1986.*

**Original authority: 307.380, RSMo 1939, amended 1947, 1949, 1951, 1969, 1977, 1981, 1983, 1986, 1987.*

12 CSR 10-23.290 Use of License Plates After Name Change

PURPOSE: This rule clarifies when continued use of previously issued license plates is permissible by providing examples of various name-change situations.

(1) In title transactions which involve a name change only, with no change of ownership, the owner may change the name on the certificate of title and continue to use the same license plates assigned to the vehicle until they expire.

(2) It will be the owner's responsibility to submit proof that the name s/he is changing from and the name s/he is changing to are the same owner(s), and no change of ownership has occurred. This proof may be by certified copy of the name-change document issued by the Office of the Secretary of State or court order.

(3) If the entire ownership of a business is sold to another individual, partnership or corporation, the registration of any commercial motor vehicles owned by the business may be transferred to the new owner. A statement from the seller which gives permission for the new owners to use the license plates currently on the vehicles until their date of expiration is required. This statement is sometimes included as part of the sale contract.

(4) Examples.

(A) Corporate Name Change. ABC Corporation changes its name to DEF Corporation with no change of owners. A name-change document from the secretary of state is required. The old license plate may be used. No transfer fee will be charged unless the corporation is transferring the license from one (1) vehicle to another. If a name-change document is not presented, new license plates must be purchased.

(B) Corporate Name Change—Additional Owners. ABC Corporation owned by two (2) people changes its name to DEF Corporation which will be owned by four (4) people. A change of ownership is involved. New license plates are required. New license plates will not be required for any commercial motor vehicles involved in the change of ownership. A statement from the seller will be required.

(C) Corporate Distribution to Shareholder. ABC Corporation, owned by John Doe, wants to retitle a vehicle with the corporation's name to the individual's name. A change of ownership is involved. New license plates are required. New license plates will not be required for any commercial motor vehicles involved in the change of ownership. A statement from the seller will be required.

(D) Shareholder Contribution to Corporation. John Doe wants to retitle his privately owned vehicle to his corporation's name, ABC Corporation. A change of ownership is involved. New license plates are required. New license plates will not be required for any commercial motor vehicles involved in the change of ownership. A statement from the seller will be required.

(E) Incorporation of a Company. XYZ Company incorporates and changes to XYZ Corporation. A change of ownership is

involved. New license plates are required. New license plates will not be required for any commercial motor vehicles involved in the change of ownership. A statement from the seller will be required.

(F) Company Name Change. XYZ Company changes its name to ABC Company with no change of ownership. A name-change document from the secretary of state is required. The old license plates may be used. No transfer fee is charged unless the company or corporation is transferring the license from one (1) vehicle to another. If a name-change document cannot be presented, new license plates must be purchased.

(G) Individual to Company Name Change. John Doe wants to retitle his privately owned vehicle to his privately owned company, John's Delivery Company. A copy of Registration of Fictitious Name form filed with the secretary of state is required. The old license plates may be used. No transfer fee is charged unless John Doe is transferring the license plates from one (1) vehicle to another. If the Registration of Fictitious Name form cannot be presented, new license plates must be purchased.

(H) Company Name Change—Additional Owners. ABC Company owned by two (2) people changes its name to XYZ Company owned by four (4) people. A change of ownership is involved. New license plates are required. New license plates will not be required for any commercial motor vehicles involved in the change of ownership. A statement from the seller will be required.

(I) Individual Name Change. Because of marriage, divorce or establishment of name by common usage, Mary Jones changes her last name on a certificate of title to Mary Johnson. Mary must present her Missouri driver's license showing her name. This will constitute sufficient proof of name change. If Mary does not have a Missouri driver's license, or has not applied for a new driver's license which reflects her name change, she must complete an affidavit stating her name change was due to marriage or divorce, or present three (3) affidavits stating the name change was due to establishment of name by common usage. Her old license plates may be used if Mary's previous name was on the original title.

(J) Court Authorized Individual Name Change. John Brown wants to change his name to Bobby Smith on a certificate of title. A certified copy of the court order authorizing the name change is required. His old license plates may be used.

AUTHORITY: sections 301.140, RSMo Supp. 1987 and 301.442, RSMo 1986. Original*

rule filed April 21, 1986, effective Aug. 11, 1986.

**Original authority: 301.140, RSMo 1987, amended 1947, 1951, 1978, 1979, 1986, 1987 and 301.442, RSMo 1981.*

12 CSR 10-23.295 Witnessing Proof of Payment for Federal Heavy Vehicle Use Tax or That the Tax is Not Owning

PURPOSE: Section 301.025.2., RSMo prohibits the director of revenue from registering any vehicle subject to Federal Heavy Vehicle Use Tax unless the applicant submits proof of payment or proof that the tax is not owing. This rule clarifies what constitutes proof of payment (or that the tax is not owing) of the Federal Heavy Vehicle Use Tax imposed by Section 4481 of the Internal Revenue Code of 1954.

Editor's Note: The secretary of state has determined that the publication of this rule in its entirety would be unduly cumbersome or expensive. The entire text of the material referenced has been filed with the secretary of state. This material may be found at the Office of the Secretary of State or at the headquarters of the agency and is available to any interested person at a cost established by state law.

(1) The federal heavy vehicle use tax is imposed on highway motor vehicles which (together with semi-trailers and trailers customarily used in connection with highway motor vehicles) have a taxable gross weight of at least fifty-five thousand pounds (55,000 lbs.). Effective July 1, 1985 any single or straight truck having two (2) or three (3) axles is subject to the heavy vehicle use tax if the vehicle is licensed for fifty-five thousand pounds (55,000 lbs.) or above.

(2) Vehicles not used for highway transportation (such as farm tractors, road graders, bulldozers or specialized motor equipment used for nontransportational functions) are not subject to the tax.

(3) Vehicles which are not used for highway transportation and are licensed for fifty-five thousand pounds (55,000 lbs.) or above may be exempt from the payment of these taxes provided the owner(s) files a FORM 2290 to claim a suspension of the tax liability. The owner may claim a tax suspension for a motor vehicle which is considered taxable during a tax period if the vehicle is used on the public highway for five thousand (5000) or fewer miles; or in the case of agricultural

vehicles, the vehicle is used for seven thousand five hundred (7500) or fewer miles.

(4) Beginning October 1, 1985 all applications for a local or beyond local commercial motor vehicle sixty thousand pounds (60,000 lbs.) or above license plate must be accompanied by proof that federal heavy vehicle use tax has been paid or that the tax is suspended before a license plate may be issued or renewed. The applicant must provide one (1) or more of the following documents as proof of payment of this tax:

(A) Schedule 1 to Form 2290 as proof of payment. Schedule 1 to Form 2290 must be appropriately stamped (received) by the Internal Revenue Service.

1. The Heavy Vehicle Use Tax Return, Form 2290, is the form used to figure and pay the heavy vehicle use tax or to claim a tax suspension.

2. Schedule 1 to Form 2290 is the form used to identify the vehicle identification number (VIN) and vehicle tax category as reported on the Form 2290;

(B) If the applicant has not received Schedule 1 to Form 2290 appropriately stamped (received) by the Internal Revenue Service prior to making application for registration, but has received his/her cancelled check payable to the Internal Revenue Service for the heavy vehicle use tax, s/he may present the following as proof of payment: copy of the front and back of the cancelled check; and applicant's copy of Schedule 1 to Form 2290;

(C) If a receipted or nonreceipted Schedule 1 shows tax due on twenty-one (21) vehicles or less or tax suspended on nine (9) vehicles or less and the taxpayer's name on the Schedule 1 is one of the names in which the vehicles are sought to be registered, each of the vehicles identified on the Schedule 1 must be identified by the VIN before the schedule may be accepted as valid proof of payment. If, on the other hand, the receipted or nonreceipted Schedule 1 shows tax due on more than twenty-one (21) vehicles or tax suspended on more than nine (9) vehicles and the taxpayer's name on the Schedule 1 is one of the names in which the vehicles are sought to be registered, the Schedule 1 shall be accepted as proof of payment in support of the registration of a number of vehicles equal to or less than the total and a list of the vehicles (or their VINs) is not required as part of the proof of payment; and

(D) If a receipted or nonreceipted Schedule 1 which does not include a list of VINs is submitted as proof of payment for the registration of one (1) or more highway motor vehicles and the name of the taxpayer appear-

ing on the Schedule 1 is not one of the names in which the vehicles are sought to be registered, then the Schedule 1 shall be accepted as proof of payment in support of the registration of a number of vehicles equal to or less than the total number of vehicles on the Schedule 1 provided the Schedule 1 is accompanied by a written statement executed by the taxpayer. The written statement shall contain the VINs of the vehicles sought to be registered and a statement that the Federal Heavy Vehicle Use Tax (as detailed in 4481(a) of 26 CFR part 41) has been paid with respect to the vehicles for the taxable period. The statement must be signed by the taxpayer whose name appears on the Schedule 1.

(5) An applicant requesting a commercial motor vehicle license for a newly acquired vehicle is not required to provide proof of payment of the federal heavy vehicle use tax if s/he presents a notarized bill of sale or properly assigned ownership document indicating the vehicle was purchased no more than sixty (60) days prior to the date s/he submitted his/her application for license plates. If the application for license plates is submitted after the sixty (60)-day period, s/he must submit proof that federal heavy vehicle use tax has been paid or that the tax is suspended before license plates may be issued.

(6) All branch and fee agent license offices must verify proof of payment of federal heavy vehicle use tax or that the tax has been suspended. The license office shall validate or stamp Schedule 1 to Form 2290 each time a license plate is issued for a vehicle described on the form.

AUTHORITY: section 301.025.2, RSMo Supp. 1987. Original rule filed May 27, 1986, effective Aug. 25, 1986.*

**Original authority: 301.025.2, RSMo 1951, amended 1974, 1984, 1987.*

12 CSR 10-23.300 Marking and Use of Local Commercial Motor Vehicle License Plates

PURPOSE: This rule sets forth the manner of marking and the use of local commercial motor vehicle license plates issued to motor vehicles used for farm or farming transportation operations.

(1) Any applicant who requests a farm license plate will be issued a local commercial license plate for the appropriate gross weight category and an "F" tab. The tab (which shall be a black letter F on a yellow back-

ground) should be affixed to the license plate in the lower left-hand corner. If the owner is issued Local 6000 or Local 12,000 license plates, two (2) tabs must be issued. If the owner is issued a Local 18,000 through 73,280 (72+) license plate, only one (1) tab will be issued. The tab(s) shall be issued at no fee.

(2) A farmer operating his/her truck on a marked local commercial motor vehicle license plate may travel beyond the twenty-five (25) mile limit as defined in section 301.010(13), RSMo while empty or loaded. If the motor vehicle is loaded, the property being transported must be going to or from the farm for use in the operation of the farm.

(3) A farmer operating on a marked local commercial motor vehicle license plate may not make a for hire haul.

(4) A farmer operating on a marked local commercial 72+ pound license plate may legally haul up to eighty thousand pounds (80,000 lbs.) gross weight provided s/he meets all other requirements of the weight law.

AUTHORITY: section 301.030, RSMo 1986. Original rule filed June 9, 1986, effective Sept. 26, 1986.*

**Original authority: 301.030, RSMo 1947, amended 1951, 1965, 1974, 1983, 1986.*

12 CSR 10-23.305 No-Fee Transactions

PURPOSE: This rule establishes when the department may issue, on a no-fee basis, any replacement certificate of title, license plate or tab.

(1) When the department's records indicate a certificate of title, license plate or tab was mailed to any applicant and the applicant contacts the department stating s/he did not receive the item in the mail, the department will issue a duplicate certificate of title, license plate or tab at no fee provided the applicant submits an application and a notarized affidavit to the department. This rule will apply if a certificate of title, license plate or tab was not received by the applicant within one (1) calendar year after the item was issued (mailed) by the department. After the one (1) calendar year period has elapsed, the applicant must submit the required documents and fee to obtain the duplicate title, replacement plates, tabs or plates and tabs.

(2) The application must be completed in its entirety. The affidavit must state that the certificate of title, license plate or tab was not received by the applicant and, if the item is received at a later date, it will be returned to the department immediately.

*AUTHORITY: section 136.030, RSMo 1986. * Original rule filed June 10, 1986, effective Sept. 26, 1986.*

**Original authority: 136.030, RSMo 1945, amended 1947, 1949, 1965.*

12 CSR 10-23.310 Issuance of Special Fuel Decals

PURPOSE: This rule establishes the procedures for issuance of special fuel decals.

(1) The owners of the motor vehicles powered by liquefied petroleum (LP) gas, natural gas or electricity annually shall purchase a special fuel decal prior to January 31 and pay the annual decal fee set by law. For motor vehicles obtained and converted to run on LP gas, natural gas or electricity after January 31 of any year, the decal fee shall be reduced by one-twelfth (1/12) for each month which has elapsed since the beginning of the year. The owner of any vehicle that was titled, registered and equipped to run on LP gas, natural gas or electricity as of January 31 shall pay the full year's fee.

(A) Example A: An applicant has May plates on a vehicle equipped to run on LP gas and applies for a special fuel decal during February of the following year. The full fee is due.

(B) Example B: An applicant purchases a vehicle equipped to run on LP gas in May and titles and registers his/her vehicle in the same month. The applicant will be issued a special fuel decal and the fee would be prorated over eight (8) months.

(C) Example C: An applicant owns a vehicle which has been previously titled and registered and converts it to use LP gas in May. The applicant will be issued a special fuel decal and the fee would be prorated over eight (8) months.

(2) The special fuel decal fee paid for each motor vehicle is transferable upon either a change of ownership of the motor vehicle or if the LP gas, natural gas or electrical equipment is removed from the vehicle by the seller upon change of ownership and is subsequently installed in another vehicle acquired or owned by the seller.

(A) When the ownership of a motor vehicle is transferred to another person, the decal

issued to the motor vehicle will remain with the vehicle and shall be transferred to the new owner. The new owner shall complete a new application for the special fuel decal but no fee will be charged for the decal transfer.

(B) When LP gas equipment, natural gas equipment or electrical power equipment is removed by the owner upon sale of the vehicle and later installed on another vehicle owned or purchased by the same individual, the special fuel decal may be transferred to the newly equipped vehicle. In order to receive credit, the owner will be required to remove the special fuel decal from the vehicle from which s/he removed the LP gas, natural gas or electrical power equipment and surrender the decal. The department's fee agent and branch office employees will verify the removal of the decal and issue a replacement decal for the balance of the registration period at no fee.

(3) If a special fuel decal is lost, stolen, mutilated or destroyed, the owner shall make application for a replacement decal and pay the replacement fee established by law.

(4) If an owner of a commercial motor vehicle powered by LP gas, natural gas or electricity wishes to change the licensed gross weight/zone of the commercial motor vehicle and that change puts the vehicle into an increased special fuel decal fee category, additional decal fees shall be collected. If the change of weight/zone would require a decrease in the decal fee from what was originally paid, no credit shall be allowed.

*AUTHORITY: section 142.611, RSMo 1986. * Original rule filed June 9, 1986, effective Sept. 26, 1986. Amended: Filed Sept. 16, 1991, effective Jan. 13, 1992.*

**Original authority: 142.611, RSMo 1972.*

12 CSR 10-23.315 Motorized Bicycles

PURPOSE: This rule clarifies titling, registration, use and regulation of motorized bicycles.

(1) Section 301.010(18), RSMo defines a motorized bicycle as any two (2)-wheeled or three (3)-wheeled device having an automatic transmission and a motor with a cylinder capacity of not more than fifty (50) cubic centimeters, which produces less than three (3) gross brake horsepower and is capable of propelling the device at a maximum speed of

not more than thirty (30) miles per hour on level ground.

(A) Because a motorized bicycle (moped) is neither a vehicle nor a motor vehicle, the Department of Revenue does not title or license these units.

(B) Motorized bicycles are not required to be licensed to be operated on the streets and highways. The registration requirements of Chapter 301, RSMo pertain only to motor vehicles, trailers and all-terrain vehicles.

(C) Motorized bicycles may not be operated upon any interstate highway. They may be operated upon any other public street or highway.

(D) The operator of a motorized bicycle does not have to be motorcycle qualified to operate this unit.

(E) The motorcycle helmet law does not apply to motorized bicycles.

(F) Those persons engaged in the business of selling motorized bicycles do not have to be registered dealers.

(G) An operator of a motorized bicycle is subject to point assessment for moving violations.

(H) An operator of a motorized bicycle shall have a valid driver's license.

*AUTHORITY: sections 301.010, 301.020, 302.020, 307.195, RSMo Supp. 1989, 301.190, RSMo Supp. 1990 and 307.190 and 307.193, RSMo 1986. * Original rule filed June 10, 1986, effective Sept. 26, 1986. Amended: Filed Oct. 30, 1989, effective Feb. 25, 1990.*

**Original authority: 301.010, RSMo 1939, amended 1945, 1949, 1951, 1969, 1974, 1979, 1980, 1983, 1985, 1986, 1987, 1988, 1989; and 301.020, RSMo 1939, amended 1943, 1945, 1949, 1957, 1969, 1985, 1986, 1986, 1987, 1988, 1989, 1990; 302.020, RSMo 1939, amended 1951, 1967, 1984, 1988, 1989; 307.190 and 307.193, RSMo 1977, amended 1980; 307.195, RSMo 1980, amended 1989.*

12 CSR 10-23.320 Assessment of Motor Vehicle and Trailer License Plate Transfer Fee

PURPOSE: This rule clarifies when a license plate transfer fee shall be assessed.

(1) When ownership of a registered motor vehicle or trailer is transferred, the original owner may register another motor vehicle or trailer under the same license plate number provided the owner pays the transfer fee set by law and also that the motor vehicle or trailer being newly registered is of either a horsepower, gross weight or (in the case of a passenger-carrying commercial motor vehicle) a seating capacity not in excess of the

originally registered vehicle. When the newly registered vehicle is of greater horsepower, gross weight or seating capacity than the previously owned and registered vehicle, the owner shall pay the transfer fee set by law and a pro rata portion for the difference in registration fees. Occasions when the license plate transfer fee shall not be assessed are detailed as follows:

(A) When ownership of a registered motor vehicle or trailer is transferred during or immediately prior to the month of expiration of the owner's license plates, or license plates are transferred to a previously nonused vehicle, the original owner may register another motor vehicle or trailer under the same license plate number without paying a license plate transfer fee if the motor vehicle or trailer being registered is of either a horsepower, gross weight or (in the case of a passenger-carrying commercial motor vehicle) a seating capacity not in excess of the originally owned and registered vehicle. For example, an individual purchases a new vehicle—

1. During the month of expiration of his/her license plates and wants to transfer and renew his/her license plates at the time s/he titles the new vehicle. No license plate transfer fee shall be charged to the applicant but the applicant shall be charged the full year's registration fee for the new vehicle;

2. Immediately prior to the month of expiration of his/her license plates. The applicant submits an application for title to his/her new vehicle during the month his/her license plates expire and submits an affidavit of nonuse indicating the vehicle has not been operated on the streets and highways since the date of purchase. No license plate transfer fee shall be charged to the applicant, but the applicant shall be charged the full year's registration fee for the new vehicle; and

3. After the sixteenth day of the month immediately prior to the month of expiration of his/her license plates. The applicant desires to transfer and renew his/her license plates early on the new vehicle when s/he makes application for title. No transfer fee shall be charged to the applicant but the applicant shall be charged the full year's registration fee for the new vehicle.

AUTHORITY: section 301.140, RSMo Supp. 1987. Original rule filed July 25, 1986, effective Nov. 28, 1986.*

**Original authority: 301.140, RSMo 1939, amended 1947, 1951, 1978, 1979, 1986, 1987.*

12 CSR 10-23.325 Transfer of Passenger Vehicle License Plates From One Horsepower Category to Another—Waiver of Additional Registration Fees and Lack of Refund Provision

PURPOSE: This rule clarifies the procedures by which payment of additional registration fees may be waived upon transfer of passenger vehicle license plates, as well as the director's lack of authority to refund previously paid registration fees in certain license plate transfer situations.

(1) Should an applicant desire to transfer current passenger vehicle license plates from a vehicle of a lesser horsepower to a vehicle of a greater corresponding horsepower, s/he may do so without payment of an additional registration fee provided the applicant submits a validated registration certificate as proof that s/he originally purchased the license plates to be transferred within the same registration year and for the greater registration category to which s/he wishes to return.

(2) Should an applicant desire to transfer current passenger vehicle license plates from a vehicle of a greater horsepower to a vehicle of a lesser corresponding horsepower, s/he shall not be entitled to a refund of the difference in registration fees between the greater and lesser categories.

AUTHORITY: section 301.140, RSMo Supp. 1987. Original rule filed July 25, 1986, effective Nov. 28, 1986.*

**Original authority: 301.140, RSMo 1939, amended 1947, 1951, 1978, 1979, 1986, 1997.*

12 CSR 10-23.330 Registration of Motorcycles and Motortricycles

PURPOSE: This rule clarifies the procedures for issuance of motorcycle and motortricycle license plates.

(1) The department shall issue one (1) license plate to a motorcycle or motortricycle.

(2) The motorcycle/motortricycle license plate is a multi-year license plate. It shall be renewable each year by the issuance of a validation tab. Motorcycle/motortricycle license plates expire annually on April 30.

(3) The registration fee for a motorcycle or motortricycle purchased or acquired in any given month, and for which the owner does not hold a motorcycle or motortricycle license plate to transfer, shall be prorated based upon

the number of months from the date of operation until April of the following year.

AUTHORITY: section 301.080, RSMo Supp. 1987. Original rule filed July 25, 1986, effective Nov. 28, 1986.*

**Original authority: 301.080, RSMo 1947, amended 1951, 1967, 1987.*

12 CSR 10-23.335 Issuance of Title to a Surviving Spouse or Unmarried Minor Children of a Decedent

PURPOSE: This rule clarifies the issuance of an original certificate of ownership to one automobile or other passenger motor vehicle to a surviving spouse, if any, or to surviving unmarried minor children in equal shares.

Editor's Note: The form mentioned in this rule follows 12 CSR 10-23.265.

(1) When a decedent has not disposed of an automobile or other passenger motor vehicle by will, the surviving spouse, or in the event there is no surviving spouse, the unmarried minor children may equally take title to one (1) automobile or other passenger motor vehicle without the issuance of a probate court order. The surviving spouse or unmarried minor children shall submit the following documents to the Department of Revenue in order to obtain a certificate of title:

- (A) Application for Title;
- (B) Affidavit to Establish Title to Exempt Property;
- (C) Certificate of title in the decedent's name or with the decedent named as purchaser of the motor vehicle;
- (D) Copy of the death certificate;
- (E) Proof that the applicant was legally married to the decedent, if the application is being submitted by the surviving spouse; and
- (F) All taxes and fees required by law.

(2) For the purposes of obtaining a certificate of ownership, one (1) automobile or other passenger motor vehicle, as provided in section 474.250, RSMo, shall include any motor vehicle which is titled in the name of the decedent or assigned to the decedent. The ownership of trailers shall not be transferred by the Department of Revenue to a surviving spouse or unmarried minor children without presenting an appropriate court order.

AUTHORITY: section 474.250, RSMo 1986. Original rule filed July 25, 1986, effective Nov. 28, 1986. Amended: Filed July 17, 1989, effective Oct. 27, 1989.*

**Original authority: 474.250, RSMo 1939, amended 1955, 1957, 1980.*

12 CSR 10-23.340 Imposition and Waiver of Motor Vehicle and Trailer Titling and Registration Penalties

PURPOSE: This rule clarifies the reasons for imposition and waiver of all penalties assessed by the department on motor vehicles and trailers.

(1) The department shall assess penalties on three (3) types of motor vehicle and trailer titling and registration transactions. These penalties are—a delinquent registration renewal penalty, a failure to title penalty and a failure to renew or transfer a multiyear license plate penalty. All penalties may be waived by the department under certain circumstances.

(A) Delinquent Registration Renewal Penalty. If an owner of a multiyear license plate submits his/her application for renewal on the first day of the month following the month of expiration of the license plate, a delinquent registration renewal penalty shall be assessed. If the last day of the month of expiration falls on a Saturday, Sunday or legal state holiday, the following state working day is penalty free. If, for example, an owner has November license plates and the last day of November falls on Sunday, Monday, December 1 would be considered penalty free for all November renewals.

1. Once a motor vehicle is registered for use on Missouri highways, it is subject to annual registration. The motor vehicle is to be registered annually whether or not it is actually on or off the highways for any period of time. This obligation to register the vehicle annually continues until the owner ceases to operate the vehicle on Missouri highways, at which time s/he is required to return his/her license plates to the director of revenue within ninety (90) days. If an owner of a motor vehicle surrenders his/her license plates to an office of the Department of Revenue within the ninety (90)-day period after ceasing to operate the motor vehicle, s/he may register that same vehicle again at a later date (see subparagraphs (1)(A)1.A.—C.) without being subject to a delinquent registration renewal penalty.

A. If an owner elects to renew the registration of a vehicle which s/he has ceased operating anytime during the twelve (12)-month period following the expiration of the license plates, s/he will be issued the appropriate license plate and validation tabs and be charged the appropriate twelve (12)-month registration fee. A delinquent registration renewal penalty shall not be charged pro-

vided the owner submits the receipt documenting his/her surrender of previously issued license plates.

B. An owner's registration shall be automatically cancelled after one (1) year from the date of expiration of a Missouri license plate. If an owner elects to cease operation of his/her vehicle, and the license plates on the vehicle have been expired for at least one (1) year, the owner will not be required to pay a delinquent registration renewal penalty if s/he elects to relicense the vehicle after one (1) year from the date of expiration of the license plates.

C. The owner of a motor vehicle may not surrender his/her license plates and request new license plates on the same day in order to avoid paying a delinquent registration renewal penalty.

(B) Failure to Title Penalty. If a purchaser of a motor vehicle or trailer fails to make application for a certificate of ownership within thirty (30) days after acquiring a motor vehicle or trailer, the department shall assess the title penalty set by law for each thirty (30)-day period of delinquency, not to exceed the maximum penalty allowed. The first penalty fee shall be assessed on the 31st day of delinquency. If the 30th, 60th, 90th, 120th, 150th, 180th, 210th, 240th or the 270th day of delinquency falls on a Saturday, Sunday or legal state holiday, the penalty fee shall not be imposed on the next state working day. If, for example, an individual purchases a motor vehicle on August 1, and the 30th day of the first period of delinquency falls on Sunday, August 31, the first penalty would not be imposed on Monday, September 1 but on Tuesday, September 2.

(C) Penalty for Failure to Renew or Transfer a Multiyear License Plate. A penalty fee shall be imposed on any applicant who elects not to renew or transfer a multiyear license plate. Multiyear license plates are issued to—passenger vehicles; recreational vehicles; motorcycles; motortricycles; commercial motor vehicles registered for Local (L) 6000, L 12,000, Beyond Local (BL) 6000, BL 9000 and BL 12,000; shuttle buses; and van pool vehicles. If an applicant does not renew the multiyear license plates currently registered to his/her vehicle, but requests that new multiyear license plates be issued, a penalty fee shall not be imposed provided the applicant changes license plate categories. For example, if the applicant has regular passenger license plates and requests disabled person license plates, no failure to renew or transfer penalty shall be imposed.

*AUTHORITY: sections 301.050, RSMo 1986 301.190 and 301.300, RSMo Supp. 1990.**

Original rule filed July 30, 1986, effective Nov. 28, 1986.

**Original authority: 301.050, RSMo 1947, amended 1953, 1984; 301.190, RSMo 1939, amended 1947, 1965, 1981, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990; and 301.300, RSMo 1939, amended 1941, 1947, 1981, 1984, 1988, 1990.*

12 CSR 10-23.345 Definition of Major Component Parts of a Motor Vehicle

PURPOSE: This rule clarifies, by written definitions and illustrations, the seven major component parts commonly used in the reconstruction of a motor vehicle.

(1) The seven (7) major component parts which are commonly used to reconstruct a motor vehicle shall be defined solely for reconstruction purposes as follows. The written definition of each major component part is further clarified by an artist's drawing:

(A) Front-end assembly—An integrated unit consisting of that portion of the body from the firewall forward, that is, hood, both fenders, inner skirt of fenders, radiator or core support and grille;

(B) Front clip—All parts of the front-end assembly plus complete cowl. It may include instrumentation and steering column. It requires cutting of vehicle floor and windshield post;

(C) Cab—The passenger compartment of a common truck. It is a one (1)-piece sheet metal construction which may or may not include glass, instrumentation, steering column and seat;

(D) Rear clip—The complete rear sheet metal assembly formed by severing the vehicle across the floor and either through the windshield post or through the rear window post;

(E) Cowl—The sheet metal formed by severing the vehicle across the floor in the vicinity of the front seat and severing the windshield posts. It does not include parts forward of the firewall. If a cowl is included as an integrated part of a front clip, front-end assembly or rear clip, it shall not be considered a major component part for the purpose of determining the total number of the major component parts used in the reconstruction of a motor vehicle;

(F) Frame—The steel basic structure which runs the entire length of some vehicles and onto which the suspension parts are bolted to the lower side and the body is bolted to the top side. Unibody vehicles do not have this type of frame; and

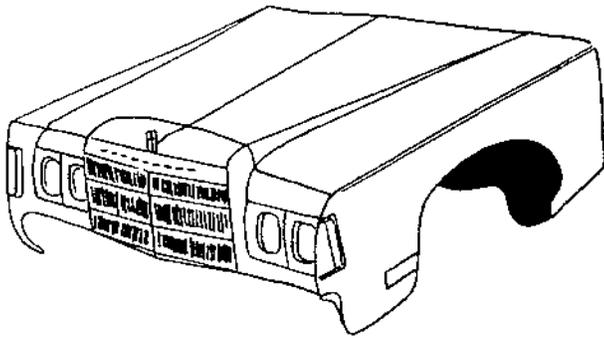
(G) Body—The shell, either of a unibody or frame-type passenger vehicle, which consists of a one (1)-piece, integrated sheet metal

construction extending from the firewall back. The body includes a cowl but not a front-end assembly. It may or may not include an interior, doors and deck lid. It does not include a frame as defined in subsection (1)(F).

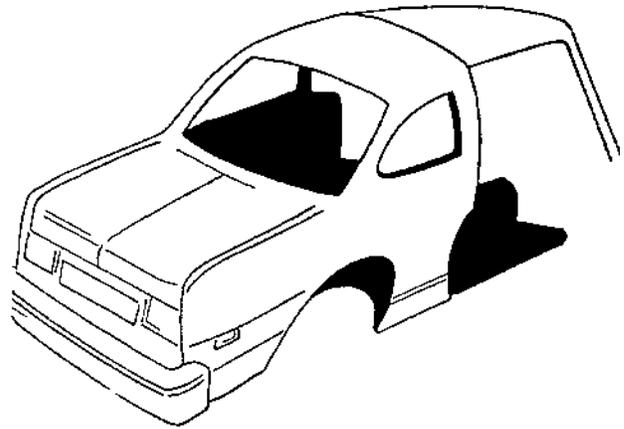
AUTHORITY: section 301.010, RSMo Supp. 1989. Original rule filed Sept. 1, 1986, effective Nov. 28, 1986.*

**Original authority: 301.010, RSMo 1939, amended 1945, 1949, 1951, 1969, 1974, 1979, 1980, 1983, 1983, 1985, 1986, 1986, 1987, 1988, 1989.*

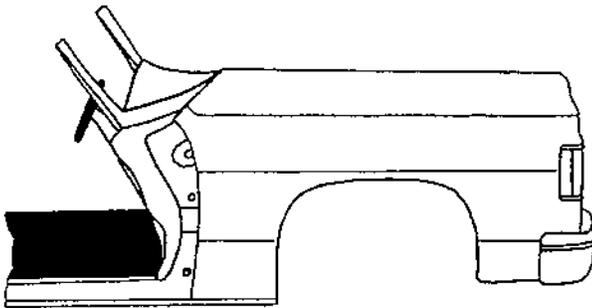
FRONT END ASSEMBLY



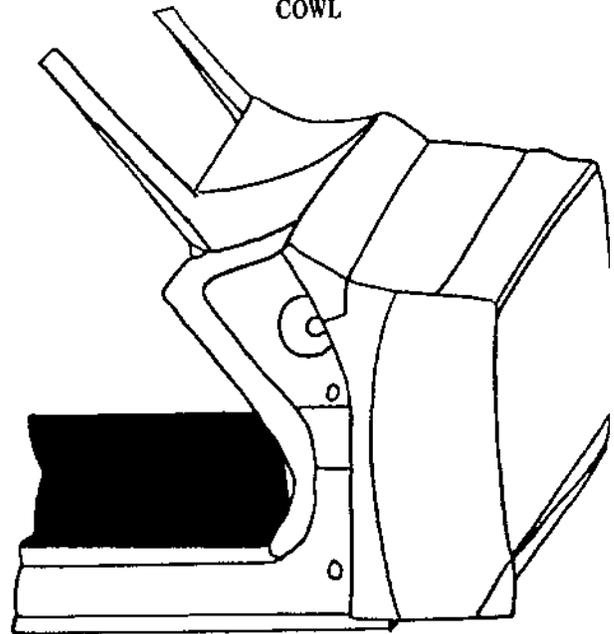
REAR CLIP



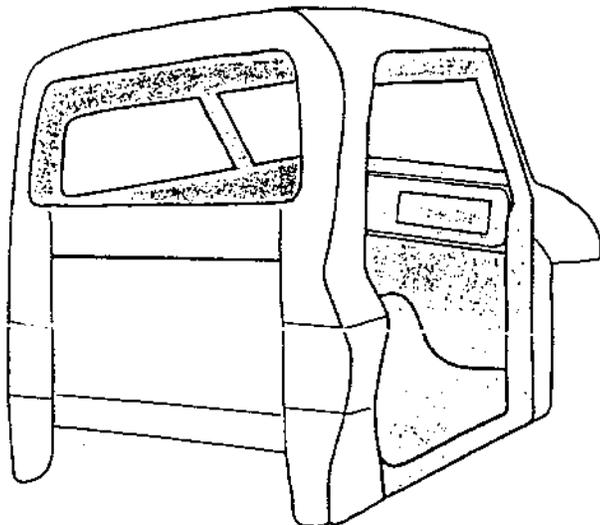
FRONT CLIP



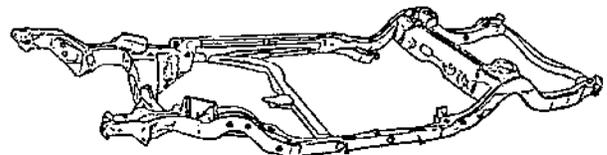
COWL



TRUCK CAB



FRAME



12 CSR 10-23.350 Honorary Consular License Plates

PURPOSE: This rule establishes procedures for the issuance of license plates to honorary consuls.

Editor's Note: The secretary of state has determined that the publication of this rule in its entirety would be unduly cumbersome or expensive. The entire text of the material referenced has been filed with the secretary of state. This material may be found at the Office of the Secretary of State or at the headquarters of the agency and is available to any interested person at a cost established by state law.

(1) Under the authority of the Foreign Missions Act, 22 U.S.C. Section 4301, the Office of Foreign Missions of the United States Department of State has begun issuing a new series of motor vehicle license plates for vehicles owned by foreign missions and their authorized representatives. These new federal license plates replace and supersede the special diplomatic and consular plates formerly issued by the various states including Missouri. The new law also provides for federal titling of vehicles owned by foreign missions and their authorized representatives.

(2) The new federal license plates are issued to the following categories of personnel:

(A) Representatives of foreign missions (nationwide) having diplomatic status;

(B) Representatives of foreign missions (nationwide) having consular status;

(C) Representatives of foreign missions (nationwide) having official status;

(D) Official representatives of foreign missions (United Nations) whose member states maintain permanent missions at the United Nations headquarters;

(E) Official representatives of foreign missions (United Nations) assigned to the United Nations and family members;

(F) Officials of the Secretariat of the United Nations; and

(G) Official representatives to the Organization of American States.

(3) The new federal license plates are easily recognizable, being painted red, white and blue, are the standard six inches by twelve inches (6"H 12") in size and bear the words Issued by the United States Department of State at the bottom.

(4) In accordance with the Foreign Missions Act, 22 U.S.C. Section 4301, the United States Department of State has directed that license plates issued by any state, including

Missouri, to honorary consuls must contain words, symbols and colors that are clearly distinguishable from the federal plates. Furthermore, each state has been requested to refrain from embossing the words, CONSULAR OFFICER on the license plates issued by the states. This procedure should assist law enforcement agencies in determining if the license plate displayed on a motor vehicle is a federal- or state-issued plate. Missouri may not issue license plates to any motor vehicle which is required to be registered with the federal government.

(5) Honorary consuls are defined as United States nationals or permanent residents who are appointed as honorary consular officers of foreign missions. The United States Department of State has notified Missouri that honorary consuls will not be permitted to register their vehicles under the federal program. However, honorary consuls are authorized under section 26.140, RSMo to use Missouri motor vehicle license plates which identify them as honorary consular officers. Accordingly, the director of revenue has established a category of specialized personalized license plates for issuance to honorary consuls patterned after the provisions of section 301.144.2., RSMo.

(6) Honorary consular license plates shall consist of white letters and numerals on a royal blue field. The configuration of these plates shall consist of the letter C followed by a dash and the numerals one through and including sixty-six (1-66). At the bottom of the royal blue field shall appear the words HON. CONSUL in the place of Show Me State.

(7) No more than one (1) set of two (2) honorary consular license plates shall be issued to a qualified applicant.

(8) A qualified applicant is an honorary consular officer who—

(A) Appears on the United States Department of State, Office of Foreign Missions, Foreign Consular Duty Officer List;

(B) Has registered as an honorary consular officer with the United States Department of State and has been duly issued an exequatur or a diplomatic note by that department which remains valid;

(C) Has presented his/her credentials to the governor of Missouri;

(D) Has obtained from the Missouri secretary of state an identification card identifying him/her as an honorary consular officer; and

(E) Is a resident of Missouri.

(9) Honorary consular license plates shall only be issued to passenger motor vehicles subject to the registration fees provided in section 301.055, RSMo.

(10) Applicants for honorary consular license plates shall be required to comply with all Missouri laws and rules relating to the taxing, titling, registration and safety inspection of motor vehicles.

(11) Any person desiring to obtain a set of two (2) honorary consular license plates must make application and shall pay an annual personalized plate fee of fifteen dollars (\$15) in addition to the regular registration fees for passenger vehicles as detailed in section 301.055, RSMo. Initial application for honorary consular license plates shall be submitted to the Department of Revenue, Motor Vehicle Bureau, P.O. Box 100, Jefferson City, MO 65105 and shall be accompanied by the personalized plate fee, a paid personal property tax receipt of the previous calendar year or a statement of nonassessment for the same period, a vehicle safety/emissions inspection not more than sixty (60) days old, a statement certifying proof of insurance and a copy of the honorary consular officer identification card issued by the Missouri secretary of state. Upon approval, honorary consular license plates will be issued by the Motor Vehicle Bureau. Subsequent annual renewals may be accomplished at any branch or fee agent office statewide where the renewing applicant will be issued universal registration renewal tabs.

(12) Prior to the receipt of honorary consular license plates, the applicant must surrender all previously issued license plates which bear the words Consular Officer and pay any additional fees due. If no consular officer plates were issued, the applicant must surrender the regular license plates which the honorary consular license plates will replace. If the honorary consular license plates are to be issued for a period of less than one (1) full year, the department shall assess registration fees on a prorated basis. No refunds shall be made for any unused portion of registration fees for any license plates surrendered in exchange for honorary consular license plates.

(13) Applications for renewal of honorary consular license plates shall be filed with the Department of Revenue prior to the last regular work day of January each year. All plates annually expire on January 31.

(14) According to the United States Department of State, honorary consular officers who

have been issued license plates identifying them as honorary consuls are not entitled to diplomatic immunity from any state, county or municipal parking or traffic laws or from arrest or detention for violation of those laws.

(15) According to the United States Department of State, honorary consuls are not exempt from any taxes whatsoever, including county or City of St. Louis personal property tax, state sales or use taxes, or local sales taxes. No tax exemption shall be granted in connection with any application for honorary consular license plates unless exempt status is certified to the department by the United States Department of State for each proposed transaction.

(16) On January 1, 1987, all consular officer license plates previously issued by the Missouri Department of Revenue which bear the words Consular Officer and which have white lettering on a red field shall become invalid.

AUTHORITY: sections 26.140 and 301.135, RSMo 1986 and 301.144, RSMo Supp. 1989. Original rule filed Oct. 3, 1986, effective Dec. 26, 1986. Emergency amendment filed Oct. 30, 1989, effective Nov. 9, 1989, expired March 8, 1990. Amended: Filed Oct. 30, 1989, effective Feb. 25, 1990.*

**Original authority: 26.140, RSMo 1955, amended 1985; 301.135, RSMo 1981; and 301.144, RSMo 1977, amended 1979, 1983, 1984, 1989.*

12 CSR 10-23.355 Junking Certificates for Motor Vehicles

PURPOSE: This rule establishes the procedures for issuance of a junking certificate.

Editor's Note: The form mentioned in this rule follows 12 CSR 10-23.265.

(1) The department will issue a junking certificate to the purchaser of a vehicle which is sold for parts, scrapping or junking and not for rebuilding or reconstruction. An applicant must submit the following documents to the department in order to obtain a junking certificate:

- (A) Application for junking certificate; and
- (B) Proof of ownership in the form of a properly assigned salvage certificate of title, junking certificate, original certificate of title, court order or proof of compliance with state statutes.

(2) If the seller of the vehicle has not made application for a salvage certificate of title, junking certificate or an original certificate of

title in his/her name but the seller has been, nonetheless, properly assigned that certificate by the previous owner, the seller must provide the purchaser with a notarized, descriptive bill of sale to the vehicle as well as the outstanding certificate of ownership on which the seller appears as the last assignee.

(3) If the department determines the seller violated the provisions of section 301.190, RSMo by failing to take title to and pay taxes on the vehicle, the department will initiate tax assessment action against the seller. The action shall in no way impede issuance of a junking certificate to the purchaser of the vehicle; except that, if the department's records show that a lien has been perfected on the vehicle, the applicant for a junking certificate must obtain and submit a notarized lien release from the prior owner's lienholder before a junking certificate may be issued.

AUTHORITY: section 301.227, RSMo Supp. 1990. Original rule filed Nov. 18, 1986, effective March 12, 1987.*

**Original authority: 301.227, RSMo 1979, amended 1983, 1984, 1986, 1988, 1990.*

12 CSR 10-23.365 Issuance of Nonresident Salvage-Buyer's Identification Card

PURPOSE: This rule sets forth procedures for issuance of nonresident salvage-buyer's identification card.

(1) Upon application, the department may authorize the issuance of an identification card to a nonresident, salvage business licensee which will enable the nonresident licensee to purchase tangible personal property at a Missouri salvage pool or a salvage disposal sale.

(2) Only applicants engaged in a business that dismantles used motor vehicles for the sale of the parts and buys and sells used motor vehicle parts and accessories may apply for a nonresident salvage-buyer's identification card.

(3) Before issuance of any identification card, the applicant must present proof of licensure or nonrequirement for licensure from their state of residence or business location. Proof shall be in one (1) of the following forms:

- (A) If the applicant's state of residence or business location registers the salvage business licensee as a salvage dealer or dismantler, the applicant must submit a certified copy of his/her business license; or

(B) If the applicant's state of residence or business location does not register the salvage business licensee as a salvage dealer or dismantler, the applicant must submit proof of nonrequirement and that the applicant's business meets the legal description of salvage dealer or dismantler under Missouri statutes in the form of a letter issued by the appropriate state agency. In addition to the letter, the applicant must present either a copy of his/her sales tax license or occupational or business license issued by the political subdivision where the applicant is engaged in business.

(4) The applicant must submit a head and shoulders color photograph, one inch in width by one and one-fourth inches in length (1" H 1 1/4"). The photograph will be affixed to the nonresident salvage-buyer's identification card issued by the Department of Revenue.

(5) The fee for a nonresident salvage-buyer's identification card is twenty-five dollars (\$25).

(6) Nonresident salvage-buyer's identification cards must be renewed annually before August 1.

(7) Whenever the nonresident salvage buyer is no longer entitled to registration through voluntary cessation of business, abandonment of the registered place of business, suspension of registration, sale of a business, declaration of bankruptcy or for any other reason, the nonresident salvage buyer immediately shall surrender his/her nonresident salvage-buyer's identification card to the director of revenue regardless of the unexpired time remaining in the registration period applicable to the license. No portion of the fee shall be refunded.

AUTHORITY: section 301.218, RSMo 1986. Original rule filed Nov. 18, 1986, effective March 12, 1987.*

**Original authority: 301.218, RSMo 1979, amended 1983, 1986.*

Motor Vehicle Bureau
Division of MV/DL
Post Office Box 3325
Jefferson City, MO 65105-3325

STATE OF MISSOURI
Department of Revenue



Dear Applicant:

The Motor Vehicle Bureau is in receipt of your inquiry concerning the registration requirements for a Non-Resident Missouri Salvage Buyers Identification Card.

Enclosed is the application for registration (DOR-2776). Please follow the instructions below, very carefully, to prevent the rejection of your application and sign it. **ALL INCORRECT APPLICATIONS WILL BE REJECTED.**

Only applicants engaged in a business that dismantles used motor vehicles for the sale of the parts thereof, and buys and sells used motor vehicle parts and accessories may apply for a non-resident salvage buyers identification card.

The following documents and fee must be submitted to the Motor Vehicle Bureau, P.O. Box 3325, Jefferson City, MO 65105-3325:

1. Proof of licensure or non-requirement from the state in which your business is located; (If your state registers salvage businesses, submit a certified copy of the license. If your state does not register salvage businesses, submit proof of non-requirement from the appropriate state agency.)
2. A copy of the sales tax license and/or copy of the occupational or business license;
3. A head and shoulders color photograph which is one inch (1") by one and one-fourth inch (1 1/4") in height; and,
4. A check or money order in the amount of \$25.00. (PLEASE DO NOT SEND CASH.)

ALL IDENTIFICATION CARDS EXPIRE JULY 31 EACH YEAR.

If you have any questions, feel free to contact the Dealers Processing Section at (314) 751-4469.

Thank you for your cooperation in this matter.

Sincerely,

Central Branch
Special Registration Unit



MISSOURI DEPARTMENT OF REVENUE
MOTOR VEHICLE BUREAU
APPLICATION FOR NON-RESIDENT MISSOURI
SALVAGE BUYERS I.D. CARD

FORM
2776
(REV 5-90)

READ INSTRUCTIONS ON REVERSE SIDE OF FORM

"Any false statement in this application is a violation of the law and may be punished by fine or imprisonment or both" (301.420 RSMo.)

1. BUSINESS NAME

STREET 2. TELEPHONE
()

CITY STATE ZIP CODE 3. COUNTY

4. TYPE OF SALVAGE OR SALVAGE-RELATED BUSINESS(ES) YOU CONDUCT: (CHECK ALL THAT APPLY)
A USED PARTS DEALER C REBUILDER OR BODY SHOP E OTHER
B SALVAGE DEALER OR DISMANTLER D MOBILE SCRAP PROCESSOR

5. RETAIL SALES TAX NUMBER 6. TYPE OF OWNERSHIP
1 INDIVIDUAL 2 PARTNERSHIP 3 CORPORATION

7. LIST OWNERS BELOW: (IF CORPORATION, LIST ALL PRINCIPAL OFFICERS AND THE OFFICES THEY HOLD - ATTACH SEPARATE SHEET IF NECESSARY)

NAME (LAST, FIRST, MIDDLE INITIAL)	HOME ADDRESS	CITY	HOME PHONE	STATE	ZIP CODE
			()		
			()		
			()		
			()		
			()		

8. HAVE YOU EVER BEEN A MISSOURI SALVAGE BUSINESS LICENSEE? YES NO IF YES, PROVIDE THE FOLLOWING DETAILS:

PRIOR SALVAGE BUSINESS NAME	PRIOR SALVAGE LICENSE NUMBER	CITY	LAST YEAR LICENSED

9. DOES YOUR STATE OF RESIDENCE REGISTER SALVAGE BUSINESSES? YES NO
(ATTACH A CERTIFIED COPY OF YOUR LICENSE, IF YOU ARE SO REGISTERED)

10. IF YOU HAVE BEEN ASSIGNED AN IDENTIFYING NUMBER, PLEASE PROVIDE IT _____

11. IF YOUR STATE OF RESIDENCE DOES NOT REQUIRE SALVAGE DEALERS OR DISMANTLERS TO REGISTER, YOU MUST SUBMIT PROOF OF NONREQUIREMENT TO REGISTER IN THE FORM OF A LETTER ISSUED BY THE APPROPRIATE STATE AGENCY.

I do solemnly affirm and verify that the statements contained herein and on any attachments hereto are true and complete that I have authority to sign this application. Any false or erroneous information found to be given will cause denial, suspension or revocation of any identification card that was fraudulently procured or erroneously issued.

SIGNATURE DATE

MISSOURI DEPARTMENT OF REVENUE USE ONLY

REJECTED BY APPROVED BY DATE APPROVED

12 CSR 10-23.370 Issuance of Certificates of Title to Recreational Vehicles Manufactured by Two Separate Manufacturers

PURPOSE: This rule establishes uniform procedures to be followed in the titling of multistage, manufactured recreational vehicles or motor homes often referred to as multistage vehicles.

(1) Where recreational vehicles or motor homes which are manufactured by two (2) separate manufacturers may have two (2) separate and distinct Manufacturers' Statements of Origin issued for one (1) unit, the following titling procedures shall apply:

(A) When an application for a Missouri certificate of title to a new recreational vehicle or motor home reflects a make other than that of a commonly known manufacturer, such as a Ford, Chevrolet, GMC, Dodge, both the Manufacturer's Statement of Origin issued by the vehicle's chassis or first-stage manufacturer and the Manufacturer's Statement of Origin issued by the vehicle's final-stage manufacturer must accompany the application;

(B) The year model assigned to the recreational vehicle shall be obtained from the Manufacturer's Statement of Origin issued by the recreational vehicle's final-stage manufacturer;

(C) The vehicle make assigned to a vehicle shall be obtained from the Manufacturer's Statement of Origin issued by the vehicle's final-stage manufacturer. For example, first-stage manufacturer, Chrysler Corporation builds a Dodge chassis which is subsequently made into a recreational vehicle or motor home by the final-stage manufacturer, Winnebago. The make of the vehicle will be Winnebago. Note, however, that the make of a Ford van converted by a custom converter to a recreational vehicle which does not meet the requirements of a motor home detailed in section (2) must remain a Ford; and

(D) The vehicle identification number (VIN) assigned to the recreational vehicle or motor home shall be the chassis identification number shown on the first-stage Manufacturer's Statement of Origin. For example, the VIN for a completed Winnebago recreational vehicle or motor home manufactured on a Dodge chassis will be the identification number assigned by Chrysler Corporation to the Dodge chassis.

(2) For the purpose of this rule, motor home shall be defined as a new vehicular unit, designed to provide temporary living quarters, built into as an integral part of, or permanently attached to a self-propelled motor

vehicle chassis or van. The vehicle must contain permanently installed independent life support systems which meet the American National Standards Institute/National Fire Protection Association (ANSI/NFPA) 501C Standard and provide at least four (4) of the following facilities: cooking, refrigeration or ice box, self-contained toilet, heating or air conditioning, or both, a portable water supply system including a faucet and sink, separate one hundred ten to one hundred twenty-five (110–125)-volt electrical power supply or a liquefied petroleum (LP) gas supply or both. The basic types are specified as follows:

(A) Type A. A raw chassis upon which is built a driver's compartment and an entire body which provides temporary living quarters as previously defined;

(B) Type B. A completed van-type vehicle which has been altered to provide temporary living quarters as defined previously; and

(C) Type C. An incomplete vehicle upon which is permanently attached a body designed to provide temporary living quarters as previously defined.

AUTHORITY: sections 301.190 and 301.200, RSMo 1986. Original rule filed Dec. 2, 1986, effective March 12, 1987.*

**Original authority: 301.190, RSMo 1939, amended 1947, 1965, 1981, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990; and 301.200, RSMo 1939, amended 1947, 1984, 1986.*

12 CSR 10-23.375 Fire Department License Plates

PURPOSE: This rule establishes procedures for issuance of fire department license plates to Missouri's fire marshal and three members of the fire marshal's staff which s/he shall designate.

(1) The department shall set aside four (4) fire department license plates bearing the configuration 000-1FD—000-4FD for exclusive issuance to the state fire marshal and three (3) designated staff members.

(2) The fire department license plates in question shall be issued subject to payment of the registration fees for same as established in section 301.055, RSMo as well as payment of the twelve-dollar (\$12) fire department license plate fee.

(3) Application for these license plates shall be submitted to the Department of Revenue, P.O. Box 100, Jefferson City, MO 65105 and shall be accompanied by (in the case of the

three (3) designated employees) a notarized affidavit from the Missouri state fire marshal verifying that the applicant is employed by the state fire marshal's office and has been designated for issuance of a fire department plate. The affidavit shall further state that should either the fire marshal or any of his/her designated employees resign or be terminated from employment, any fire department license plates in his/her possession will be surrendered before or on the last day of employment in return for regular passenger license plates with any additional fees due being assessed on a prorated basis.

(4) Recipients of fire department plates shall be required to comply with all Missouri laws and rules relating to the titling and registration for motor vehicles.

(5) Prior to the receipt of these plates, an applicant may surrender any regular passenger registration plates which the new fire department license plates will replace, provided the applicant pays any additional registration fees which may be due. If the fire department license plates are to be issued for a period of less than one (1) full year, the department shall assess fees due on a prorated basis. No refund will be made on the unused portion of the registration fees for any license plates surrendered in exchange for fire department license plates.

(6) Fire department license plates may be renewed annually for the special plate fee of twelve dollars (\$12) in addition to payment of the regular annual registration fee. Applications for renewal of fire department license plates shall be filed with the Department of Revenue prior to the last regular workday of September each year.

AUTHORITY: sections 301.144.2 and 301.444, RSMo 1986. Original rule filed Jan. 5, 1987, effective April 11, 1987.*

**Original authority: 301.144.2, RSMo 1977, amended 1979, 1983, 1984, 1989; and 301.444, RSMo 1984, amended 1986.*

12 CSR 10-23.380 Motor Vehicle Shows or Tent Sales

(Rescinded April 29, 1991)

AUTHORITY: section 301.254, RSMo 1986. Original rule filed March 5, 1987, effective Aug. 27, 1987. Rescinded: Filed Nov. 15, 1990, effective April 29, 1991.

12 CSR 10-23.385 Verification of the Vehicle Identification Number and Odometer Reading of Motor Vehicles Previously Titled in Another State

PURPOSE: This rule provides alternatives to the requirement for Missouri residents who are serving on active duty in the military and stationed outside Missouri; or residents who are located outside Missouri for an extended period of time; or residents who purchase nonoperable vehicles titled in another state to submit a Missouri motor vehicle inspection approval certificate with an application for Missouri title.

(1) A Missouri motor vehicle inspection approval certificate (see 11 CSR 50-2.120) from an official inspection station authorized by the Missouri State Highway Patrol which verifies the manufacturer's vehicle identification number and the vehicle's odometer reading shall accompany every application for a Missouri certificate of title to a motor vehicle which was previously titled in a state other than Missouri. The following alternatives to this requirement shall be available:

(A) A Missouri resident, on active duty in the military and stationed out-of-state, who purchases a vehicle previously titled in another state and is unable to transport it to Missouri for an inspection may submit a document signed by a commissioned officer of one of the United States Armed Forces verifying the manufacturer's identification number and odometer reading of the vehicle at the time application for title is made.

1. Example: John Doe (a Missouri resident who is a sergeant in the Army) purchases a motor vehicle in South Carolina. The South Carolina title is assigned to John Doe. Although Sgt. Doe will be stationed in South Carolina for two (2) years, he wants to title and register his motor vehicle in Missouri, his official domicile. Sgt. Doe cannot readily transport the vehicle to an official Missouri inspection station for an inspection because the vehicle is located outside Missouri; therefore, Sgt. Doe may submit a signed document in the form described in subsection (1)(A) of this rule with his application for title;

(B) A Missouri resident, located outside Missouri for an extended period of time due to employment, schooling, or others who purchases a vehicle previously titled in another state and is unable to transport it to Missouri for an inspection may present a notarized affidavit stating why the vehicle cannot be inspected in Missouri along with a notice of an inspection performed by an authorized inspection station or law enforcement officer in the state where the resident is

located. The inspection shall verify the manufacturer's identification number and odometer reading of the vehicle.

1. Example: John Doe (a Missouri resident who is employed in Washington for two (2) years) purchases a motor vehicle in Washington. The Washington title is assigned to John Doe. Although Mr. Doe is employed in Washington for two (2) years, he wants to title and register his motor vehicle in Missouri, his official domicile. Mr. Doe cannot readily transport the vehicle to an official Missouri inspection station for an inspection because the vehicle is outside Missouri; therefore with his title application, Mr. Doe may submit a notarized affidavit stating why the vehicle cannot be inspected in Missouri and a notice of inspection which verifies the manufacturer's identification number of the vehicle and its odometer reading. The inspection shall be performed by either an authorized inspection station or law enforcement officer in Washington; or

(C) A Missouri resident purchases a vehicle previously titled in another state. The motor vehicle is not operational and is towed to the owner's legal address in Missouri. The resident may submit a document signed by an authorized Missouri law enforcement officer who has verified the manufacturer's identification number and odometer reading of the vehicle.

1. Example: John Doe purchases a motor vehicle in Oklahoma. The Oklahoma title is assigned to John Doe. Since the motor vehicle is not operational, Mr. Doe has the vehicle towed to his legal address in Missouri. He wants to title his vehicle but cannot readily transport it to an official inspection station for an inspection. Mr. Doe may submit with his application for title a document signed by an authorized Missouri law enforcement officer who has verified the manufacturer's identification number and odometer reading of the nonoperable vehicle. The inspecting officer's report must clearly state that the vehicle is not operational.

*AUTHORITY: section 301.190, RSMo 1986. * Original rule filed May 11, 1987, effective Aug. 27, 1987.*

**Original authority: 301.190, RSMo 1939, amended 1947, 1965, 1981, 1983, 1984, 1985, 1986, 1986, 1987, 1988, 1989, 1990.*

12 CSR 10-23.390 License Plates for Disabled Veterans

PURPOSE: This rule establishes uniform procedures to be followed in the registration of vehicles for special motor vehicle license plates for disabled veterans.

(1) The Department of Revenue shall issue one (1) set of special motor vehicle license plates, known as disabled veteran license plates, to any applicant who meets the following criteria:

(A) Has been honorably discharged from the Armed Forces of the United States;

(B) Possesses a service-connected disability of a nature that would, if it had been incurred in service, have entitled him/her to be awarded an automobile by the United States federal government; or

(C) Is receiving compensation for total, service-connected disability. Total disability is defined as a disability rated at one hundred percent (100%) by the Veterans Administration or the appropriate Armed Forces of the United States. This disability must also have been received in a service-connected activity.

(2) The applicant shall submit the initial application for disabled veteran license plates to the Department of Revenue, motor vehicle bureau's central office along with the following supporting documents:

(A) Proof of his/her service-connected disability as described in subsections (1)(B) and (C). This proof must be no more than six (6) months' old and in writing from the United States Veterans Administration or the appropriate Armed Forces of the United States;

(B) A copy of a Missouri certificate of title issued in the applicant's name or proof of ownership of the vehicle;

(C) A current vehicle safety inspection no more than sixty (60) days old (residents of St. Louis City, St. Louis County, Jefferson County and St. Charles County must also provide an emissions inspection);

(D) An original county or City of St. Louis personal property tax receipt or a statement of nonassessment for the preceding year; and

(E) A statement of self-certification verifying that the applicant has and will maintain financial responsibility with respect to each motor vehicle that s/he owns, licenses or operates on the streets or highways.

(3) Upon receipt of the required documents, the Department of Revenue shall issue one (1) set of free license plates with the words Disabled Veteran embossed at the bottom of the plate and a registration number consisting of the alpha characters DV followed by four (4) numeric characters.

(4) Disabled veteran license plates are subject to annual renewal each year during the month of October. The supporting documents mentioned must be submitted to the central office

or a local license office each time the applicant renews disabled veteran license plates. Disabled veterans whose service-connected disability consists in whole or in part of the loss of an eye or a limb are not required to furnish proof of their disability at the time of renewal. However, they must produce all of the other required documentation at the time of renewal.

AUTHORITY: sections 301.071–301.075, RSMo 1986. Original rule filed June 16, 1988, effective Nov. 24, 1988.*

**Original authority: 301.071–301.075, RSMo 1977.*

12 CSR 10-23.395 Regulation of Boat Dealer's Certificate of Number and Plates

PURPOSE: The director of the Department of Revenue is charged with the responsibility of regulating the certificates of number issued to boat dealers and manufacturers. This rule establishes safeguards to prevent unauthorized use of certificates of number.

(1) Whenever a boat dealer or manufacturer is no longer entitled to registration under section 301.560, RSMo through voluntary cessation of business, abandonment of a bona fide established place of business, failure to make six (6) sales per year, suspension or revocation of its registration, sale of the business, declaration of bankruptcy or for any other reason, the certificates of number issued to that dealer shall be surrendered immediately to the director of revenue regardless of the unexpired time remaining in the registration period applicable to the certificates of number.

(2) Boat dealer certificates of number are issued primarily for the purpose of allowing a potential buyer to test drive a vessel or vessel trailer owned and held for resale by a dealer. A secondary purpose is to allow the transportation of vessels and vessel trailers owned by a boat dealer or manufacturer and held for the purpose of resale. Therefore, dealer certificates of number shall only be displayed on a vessel or vessel trailer that is—

(A) Owned by the boat manufacturer/dealer; and

(B) Held for resale.

(3) Vessels or vessel trailers on which the certificates of number are displayed may then be operated by—

(A) A customer who is test driving the unit; or

(B) An owner, officer or employee of the boat manufacturer/dealer.

(4) The certificates of number shall either be displayed on the outside of the vessel or be carried inside the vessel during any demonstration.

(5) In addition to obtaining a certificate of number, a boat dealer or manufacturer may obtain a metal boat dealer license plate solely for the purpose of demonstrating a vessel trailer that is owned by the dealer or manufacturer and held for resale. The boat dealer license plate may also be displayed on a vessel trailer which is transporting a vessel to an exhibit or show.

(A) The boat dealer license plate shall be twelve inches by six inches (12" H 6") in size and shall contain the boat dealer's registration number.

(B) A boat dealer license plate may be obtained upon payment of the same fees specified in section 301.560(6), RSMo and shall expire on December 31 of each year. These fees are prorated on a monthly basis.

1. Example: Upon the payment of the annual license fee set by law, a boat dealer shall be issued one (1) certificate of number for the purpose of test driving a vessel and one (1) boat dealer license plate for the purpose of demonstrating a vessel trailer.

(C) As many duplicate certificates of number or boat dealer license plates may be obtained as desired upon payment of the additional fee set by law for each additional certificate of number or boat dealer license plate requested. These fees are prorated on a monthly basis.

1. Example: Johnson Marina pays the annual fifty-dollar (\$50) registration fee to register as a Missouri boat dealer in January. It will be issued one (1) certificate of number and one (1) boat dealer license plate upon payment of this fee. Johnson Marina requests three (3) additional certificates of number and two (2) additional boat dealer license plates at the time of registration. It will be charged an additional ten dollars and fifty cents (\$10.50) for each certificate of number and each boat dealer license plate requested (\$10.50 H 5 H \$52.50 H \$50.00 H \$102.50).

2. Example. Johnson Marina is a registered boat dealer and elects to obtain two (2) additional certificates of number and one (1) additional boat dealer license plate on April 5. Johnson Marina is required to pay the prorated fee of \$7.88 H 3 = \$23.64.

(6) Section 301.560, RSMo provides that certificates of number "may be displayed on any vessel or vessel trailer owned and held for

resale by a boat dealer or manufacturer and used by a customer who is test driving the vessel or vessel trailer, or is used by an employee or officer, but shall not be displayed on any vessel or vessel trailer hired or loaned to others or upon any regularly used service vessel or vessel trailer." Therefore, dealer certificates of number shall be displayed on the following:

(A) Vessels or vessel trailers that are rented or leased;

(B) Vessels or vessel trailers that are loaned to someone other than an owner, officer or employee of the dealership (for example, a dealer may not loan a vessel displaying a certificate of number to the dealer's customer while the customer's vessel is being serviced or repaired);

(C) Vessels or vessel trailers that are used for hauling or towing;

(D) Vessels or vessel trailers used by anyone who is not an officer or employee of the manufacturer/dealer (vessel or vessel trailers shall not be used by relatives of employees and officers by virtue of that fact alone); or

(E) Vessels or vessel trailers that are not for resale.

AUTHORITY: section 301.560, RSMo Supp. 1990. Original rule filed July 17, 1989, effective Oct. 27, 1989.*

**Original authority: 301.560, RSMo 1988, amended 1989.*

12 CSR 10-23.400 Transfer of License Plates

PURPOSE: This rule clarifies when a motor vehicle or trailer owner may transfer license plates to a newly acquired motor vehicle or trailer and operate the vehicle for thirty days.

(1) Whenever a motor vehicle or trailer owner purchases a replacement motor vehicle or trailer from an individual or a dealership, the owner of a motor vehicle or trailer may operate the newly acquired motor vehicle or trailer with the transferred license plates for no more than thirty (30) days from the date of purchase, until making proper application for title and transfer of license plates with an office of the Department of Revenue.

(2) The license plates may only be transferred if the vehicle acquired is of the same vehicle category as the vehicle being replaced. Example: A passenger vehicle must be replaced by another passenger vehicle in order to attach passenger license plates. The vehicle owner may not use commercial vehi-

cle (truck) license plates on a newly acquired passenger vehicle.

AUTHORITY: section 301.140, RSMo Supp. 1990. Original rule filed Feb. 2, 1990, effective May 11, 1990.*

**Original authority: 301.140, RSMo 1939, amended 1947, 1951, 1978, 1979, 1986, 1987.*

12 CSR 10-23.405 Emblem Use Authorization Statement and Format for Collegiate License Plates

PURPOSE: This rule clarifies the process to be used by colleges and universities in order to have personalized collegiate license plates available.

(1) Any community college or four (4)-year public or private institution of higher education located in Missouri authorizing the use of its official emblem to be affixed to a license plate annually must issue an emblem-use authorization statement. The statement must be on a form prescribed by the director of the Department of Revenue and must include the name of the community college or four (4)-year public or private institution, the applicant's name and address, the amount of fee paid and the date of payment.

(2) One (1) emblem-use authorization statement must be issued for each collegiate license plate application. A statement issued prior to July 1 of any calendar year shall be accepted for applications for collegiate license plates with an expiration month of the upcoming October, with the exception of collegiate license plates issued during the first year of issuance (1990). In this case, statements dated prior to July 1, 1991 will be accepted for applications for collegiate license plates with an expiration in October, 1991. Statements issued after the last day of June of any calendar year will be accepted for applications for collegiate license plates to be issued or renewed in the coming October with an expiration month of the next succeeding October.

(A) Example One: Emblem-use authorization statements dated before July 1, 1991 will result in issuance or renewal of collegiate license plates which expire in October 1991.

(B) Example Two: Emblem-use authorization statements dated after July 1, 1991 and before June 30, 1992 will result in issuance or renewal of collegiate license plates which expire in October 1992.

(3) Any community college or four (4)-year public or private institution of higher educa-

tion which desires to have license plates issued which display its emblem, logo or seal must issue four hundred fifty (450) emblem-use authorization statements before the Department of Revenue will authorize the manufacture of license plates displaying its emblem, logo or seal.

(4) Should the community college or four (4)-year public or private institution of higher education be unable to issue four hundred fifty (450) emblem-use authorization statements, the institution must establish a mechanism for refunding the contributions to the applicant for these statements in the event refunds are requested by the applicant. Refunds shall only be made in the event the minimum number of emblem-use authorization statements are not issued.

(5) Any community college or four (4)-year public or private institution of higher education which desires to have collegiate license plates issued must submit a preliminary design of the emblem, logo or seal which it desires to be displayed upon the license plates as well as school colors that need to be included. This design must be formatted in accordance with the design of the plate as prescribed in section (6) of this rule. The department will submit the design to the vendor for the material to manufacture the plates. The vendor will prepare the finished artwork for the emblem, logo or seal and submit it to the Department of Revenue and the appropriate institution for approval. Upon approval, the department will authorize the manufacture of the plates, provided the community college or four (4)-year public or private institution of higher education has issued the required minimum number of emblem-use authorization statements and has notified the Department of Revenue in writing that the required minimum number of emblem-use authorization statements have been issued to applicants.

(6) On the top of the collegiate license plate shall appear the words OCT and MO. The left-hand portion of the plate will bear a reproduction of the college emblem, seal or logo in an area not to exceed two and one-half inches by three inches (2 1/2" H 3"). Immediately to the right of the emblem, seal or logo, shall appear one to five (1-5) characters. The bottom of the license plate shall bear the name of the community college or public or private institution of higher education, in lieu of SHOW ME STATE, in an area not to exceed eleven inches by one inch (11" H 1").

AUTHORITY: section 301.449, RSMo Supp. 1990. Original rule filed Nov. 1, 1989, effective Feb. 25, 1990.*

**Original authority: 301.449, RSMo 1989.*

12 CSR 10-23.410 Certificate of Registration to Documented Vessels (Rescinded February 25, 1996)

AUTHORITY: section 306.851, RSMo Supp. 1990. Emergency rule filed Nov. 2, 1990, effective Nov. 12, 1990, expired March 11, 1991. Original rule filed Nov. 2, 1990, effective March 14, 1996. Amended: Filed June 18, 1991, effective Oct. 31, 1996. Rescinded: Filed Sept. 1, 1995, effective Feb. 25, 1996.

12 CSR 10-23.415 Sample License Plates

PURPOSE: This rule recognizes the availability of sample Missouri license plates and describes the requirements to obtain them.

(1) Any person desiring to obtain sample Missouri license plates, including sample collegiate license plates, must submit a written request to the Department of Revenue, P.O. Box 100, Jefferson City, MO 65105-0100.

(2) A request for a regular sample license plate must be accompanied by a fee of seven dollars and fifty cents (\$7.50). A request for sample collegiate license plates must be accompanied by an emblem-use authorization statement issued by the college or university for which the sample collegiate license plate is requested and a fee of eight dollars (\$8).

(3) The regular sample license plate will be embossed with the word sample in white on a red background. A sample collegiate license plate will be embossed with five (5) zeroes in black with the college or university name and design as well as the school colors on a white background.

(4) Sample license plates may not be displayed on any motor vehicle or trailer for the purpose of operating the vehicle on the streets and highways.

(5) Sample collegiate license plates will only be available with the emblem, seal or logo of a college or university which has been approved by the Department of Revenue to participate in the collegiate license plate program.

AUTHORITY: sections 301.130 and 301.449, RSMo Supp. 1990. Original rule filed Nov. 8, 1990, effective April 29, 1991.*

**Original authority: 301.130, RSMo 1939, amended 1947, 1949, 1951, 1969, 1977, 1981, 1983, 1986, 1987 and 301.449, RSMo 1989.*

12 CSR 10-23.420 Secure Power of Attorney Requirements

PURPOSE: This rule establishes the procedures for using a secure power of attorney in conjunction with a certificate of title as provided for in federal and state law.

(1) Section 407.536(8), RSMo and the Motor Vehicle Information and Cost Savings Act allow the transferor of a motor vehicle to execute a secure power of attorney when the certificate of ownership is held by a lienholder or for the purpose of assigning a duplicate title in order to comply with federal and state odometer disclosure requirements.

(2) For any motor vehicles purchased by a dealer on or after November 28, 1990, where the dealer elects not to apply for title in the dealership's name, the purchasing dealer listed on a secure power of attorney form (DOR-3020S) shall attach—

(A) The top sheet (dark brown) of the secure power of attorney form, which has been completed in full and signed by all sellers and an authorized agent of the purchasing dealer, to the assigned certificate of ownership and give both to the purchaser or, if a lien is shown, to the lienholder; and

(B) The second (blue) sheet of the secure power of attorney form to a photocopy of the front and back of the assigned title showing the restatement of the mileage and the assignment properly completed as authorized by the secure power of attorney form and submit both with the dealer's monthly sales report.

(3) If the old secure power of attorney form (DOR-3020) is used, the purchasing dealer shall attach—

(A) The top sheet (light brown) of the secure power of attorney form to a photocopy of the front and back of the assigned title showing the restatement of the mileage and the assignment properly completed as authorized by the secure power of attorney form, and submit both with the dealer's monthly sales report; and

(B) The second sheet (yellow carbon copy) of the secure power of attorney form, which has been completed in full and signed by all sellers and an authorized agent of the purchasing dealer, to the assigned certificate of ownership and give both to the purchaser or, if a lien is shown, to the lienholder.

(4) The secure power of attorney form and corresponding certificate of ownership shall accompany the purchaser's application for title. If a lien is involved, these documents must accompany the lien perfection copies of the application.

(5) Secure power of attorney forms and copies of corresponding titles received by a dealer in a particular month shall be submitted with the sales report completed for the month. The dealer shall ensure that the original and all other copies of the secure power of attorney form and certificate of title are completed in full and are legible. The dealer shall retain a photocopy of the secure power of attorney form and the front and back of the corresponding certificate of ownership as a part of the dealership's records for a period of five (5) years.

(6) A Missouri motor vehicle dealer may buy and sell a motor vehicle out-of-state when a secure power of attorney form accompanies the title. When an out-of-state secure power of attorney form is involved, the Missouri dealer shall obtain the appropriate copy of the secure power of attorney form and the certificate of title, but shall not be required to submit copies of those documents with the dealer's sales report.

(7) A motor vehicle dealer listed as the purchaser on the secure power of attorney form may elect to title the vehicle in the dealership's name by submitting the original secure power of attorney form and the original ownership document with the dealer's application for title.

*AUTHORITY: section 407.536.8, RSMo Supp. 1990. *Emergency rule filed March 11, 1991, effective March 21, 1991, expired July 17, 1991. Emergency rule filed July 9, 1991, effective July 19, 1991, expired Nov. 15, 1991. Original rule filed March 11, 1991, effective Aug. 30, 1991. Amended: Filed July 2, 1992, effective Feb. 26, 1993.*

**Original authority: 407.536.8, RSMo 1977, amended 1983, 1988, 1989, 1990.*



MISSOURI DEPT. OF REVENUE
 MOTOR VEHICLE BUREAU
**SECURE POWER
 OF ATTORNEY**

FORM
3020S
 (REV. 4-91)

304023 A

WARNING: THIS FORM MAY BE USED ONLY WHEN TITLE IS PHYSICALLY HELD BY LIENHOLDER, IF THE TRANSFEROR MAKES APPLICATION FOR A DUPLICATE TITLE, OR AS OTHERWISE PROVIDED IN THE MOTOR VEHICLE INFORMATION AND COST SAVINGS ACT AND RELATED FEDERAL REGULATIONS. THIS FORM MUST BE SUBMITTED TO THE STATE BY THE PERSON EXERCISING POWERS OF ATTORNEY AS OUTLINED BELOW. FAILURE TO DO SO MAY RESULT IN FINES AND/OR IMPRISONMENT.

VEHICLE IDENTIFICATION NUMBER	YEAR	MAKE
TITLE NUMBER	MODEL	BODY STYLE

POWER OF ATTORNEY TO DISCLOSE MILEAGE/TRANSFER OWNERSHIP
 FEDERAL LAW REQUIRES THAT YOU STATE THE MILEAGE UPON TRANSFER OF OWNERSHIP. PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.

I APPOINT	PURCHASER'S NAME (PRINTED OR TYPED)
------------------	-------------------------------------

As my attorney-in-fact, to sign the title on the above referenced vehicle for the purpose of transferring ownership and to disclose the mileage on the title for the vehicle described above exactly as stated in my following disclosure.

I state that the odometer now reads as indicated below and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked.

ODOMETER READING (NO TENTHS)	<input type="checkbox"/> THE MILEAGE STATED IS IN EXCESS OF MECHANICAL LIMITS. <input type="checkbox"/> THE ODOMETER READING IS NOT THE ACTUAL MILEAGE. REASON REQUIRED: _____ _____ _____
------------------------------	--

ALL SELLERS MUST SIGN AND HAND-PRINT THEIR NAMES IN THE SPACE PROVIDED. DATE OF STATEMENT

SELLER'S SIGNATURE

SELLER'S PRINTED NAME

STREET ADDRESS	CITY, STATE, ZIP CODE
----------------	-----------------------

IF MULTIPLE PURCHASERS ARE INVOLVED ONLY ONE PURCHASER IS REQUIRED TO HAND PRINT HIS/HER NAME AND SIGNATURE ON THE FORM.

PURCHASER'S SIGNATURE

PURCHASER'S PRINTED NAME

STREET ADDRESS	CITY, STATE, ZIP CODE
----------------	-----------------------

Anytime a Secure Power of Attorney is used, the Missouri purchasing dealer must either apply for title in the dealership's name, surrendering the Secure Power of Attorney with their application for title or, in lieu of this, on any purchases made on or after November 28, 1990, the dealer may avoid retitling the vehicle by submitting the secure carbon copy of this power of attorney form and a copy of the front and back of the corresponding certificate of title to the Motor Vehicle Bureau with the dealer's monthly sales reports. In this case, the dealer must give the subsequent purchaser the original/top copy of the Secure Power of Attorney which must accompany the certificate of title. If you have any questions, call (314) 751-4509.

MO 860-2087 (4-91) DISTRIBUTION: WHITE - PURCHASER; DUPLICATE - DEPT. OF REVENUE

SAMPLE

12 CSR 10-23.422 Issuance of Purple Heart License Plates

PURPOSE: This rule clarifies procedures for issuance of Purple Heart license plates.

(1) The director of revenue shall make one (1) set of special license plates available to the owner or joint owner of a motor vehicle who has been awarded the Purple Heart Medal. The special license plates, referred to as Purple Heart plates, shall display an image of the purple heart medal and shall contain five letters or five numbers or a combination of letters and numbers and PURPLE HEART in place of SHOW ME STATE. The letters, numbers, or both, shall be purple in color on a white background. These license plates shall expire in September each year. Personalized Purple Heart license plates also shall be available in which the applicant selects the plate configuration, subject to approval by the director, not to exceed five (5) letters, numbers, or both. Personalized Purple Heart plates shall expire in July each year.

(2) Purple Heart license plates shall be available in the following vehicle categories:

- (A) Passenger motor vehicles;
- (B) Local and beyond local trucks licensed for both six thousand pounds (6000 lbs.) or twelve thousand pounds (12,000 lbs.); and
- (C) Recreational vehicles.

(3) The applicant shall submit his/her initial application for Purple Heart license plates to the Department of Revenue, motor vehicle bureau's central office along with the appropriate fee and a copy of one (1) of the following documents as proof that the applicant did receive the Purple Heart Medal:

(A) Enlisted Record and Report of Separation (Form WD AGO 53-55), General Orders, Certificate of Release or Discharge From Active Duty (Form DD214), Correction to DD Form 214 (Form DD215) or Official Discharge Orders from the armed forces properly completed and signed which list the Purple Heart Medal as one (1) of the decorations/citations the applicant received; or

(B) Military Order of the Purple Heart membership card.

(4) The fee for a Purple Heart license plate shall be fifteen dollars (\$15) annually in addition to regular registration fees as required by law. The fee for a personalized Purple Heart license plate shall be thirty dollars (\$30) annually in addition to regular registration fees. Applicants who surrender unexpired license plates for Purple Heart license plates

shall receive credit for the number of months remaining on the surrendered plates. The credit allowed shall not exceed the number of months remaining before the Purple Heart license plate will expire. No refund will be made on the unused portion of the registration fees for any license plates surrendered in exchange for Purple Heart license plates.

(5) Recipients of Purple Heart license plates shall be required to comply with all Missouri laws and rules relating to the titling and registration of motor vehicles.

(6) Purple Heart license plates may be renewed annually upon payment of the special plate fee(s) and submission of all other documents and fees required by law. The applicant is not required to present proof at the time of renewal to verify that s/he is a Purple Heart Medal recipient.

AUTHORITY: sections 301.144, RSMo Supp. 1990, and 301.451, RSMo Supp. 1991. Emergency rule filed Sept. 16, 1991, effective Sept. 26, 1991, expired Jan. 23, 1992. Original rule filed Sept. 16, 1991, effective Jan. 13, 1992.*

**Original authority: 301.144, RSMo 1977, amended 1979, 1983, 1984, 1989, and 301.451, RSMo 1991.*

12 CSR 10-23.424 Leasing Company Registration

PURPOSE: This rule sets forth the requirements for obtaining a permit to operate as a motor vehicle, trailer, boat or outboard motor leasing company.

(1) Any person, company or corporation engaged in the business of renting or leasing motor vehicles, trailers, boats or outboard motors either may elect to pay sales tax on the purchase price or elect to collect and remit sales tax on the gross receipts from the rental or lease of the motor vehicles, trailers, boats or outboard motors. Any person, company or corporation electing to collect and remit sales tax on the gross receipts from rental or lease shall apply to the director of revenue for a permit to operate as a leasing company.

(2) To apply for registration as a leasing company, the applicant shall submit a completed application annually as prescribed by the director. The initial application shall be accompanied by a copy of the applicant's Missouri sales tax license. The applicant also shall be properly registered with the Office of

the Missouri Secretary of State and shall furnish proof of that registration upon request.

(3) Renewal applications for registration as a leasing company shall be filed with the director prior to December 1 each year. Leasing company registrations shall expire on December 31 each year. Leasing companies with expired registrations shall not be entitled to the sales tax option provided by section 144.070, RSMo, but shall pay all state and local sales tax on the purchase price of any units acquired while the registration is expired.

(4) Motor vehicles, trailers, boats and outboard motors purchased by a registered leasing company shall be titled in the name of the leasing company as registered with the director. The leasing company shall record its leasing permit number assigned by the director on all applications for title in order to be exempt from sales tax at the time of titling.

(5) Any transfer of a motor vehicle, trailer, boat or outboard motor to another division from one (1) division of a corporation which authorizes a division to register as a motor vehicle leasing company shall be a sale at retail as defined in section 144.010, RSMo.

(6) The director shall deny application for, or recall any permit to operate as a leasing company, if s/he learns that the applicant—

- (A) Has fraudulently completed the application for registration;
- (B) No longer holds a valid Missouri sales tax license; or
- (C) Is no longer properly registered with the Missouri secretary of state's office.

(7) A leasing company registered with the director pursuant to section 144.070, RSMo, which ceases to operate as a leasing company in accordance with the law, the rules established by the director, or both, shall notify the director accordingly and, within ten (10) days of cessation of operation, return the permit to operate as a leasing company to the director.

AUTHORITY: sections 144.010, RSMo Supp. 1990 and 144.070, RSMo 1986. Emergency rule filed Oct. 28, 1991, effective Nov. 7, 1991, expired March 6, 1992. Emergency rule filed Feb. 26, 1992, effective March 7, 1992, expired July 5, 1992. Original rule filed Oct. 28, 1991, effective May 14, 1992.*

**Original authority: 144.010, RSMo 1939, amended 1941, 1943, 1945, 1947, 1974, 1975, 1977, 1978, 1979, 1981, 1985, 1988; and 144.070, RSMo 1939, amended 1941, 1943, 1945, 1947, 1951, 1961, 1974, 1975, 1977, 1985.*



MISSOURI DEPARTMENT OF REVENUE
MOTOR VEHICLE BUREAU
**APPLICATION FOR PERMIT TO OPERATE
AS A MOTOR VEHICLE/MARINECRAFT
LEASING COMPANY**

FORM
901
(REV. 9-91)

STATUTORY REFERENCE: SECTION 144.010.1 (4) RSMo.
CHECK ONLY ONE:
 NEW PERMIT RENEWAL PERMIT
CHECK ONLY ONE:
 LEASE/RENTAL NUMBER LEASE/RENTAL - DIVISION NUMBER (SEC. 8 MUST ALSO BE COMPLETED)

SECTION A

1. BUSINESS NAME		2. TELEPHONE NUMBER (INCLUDE AREA CODE)	
3. PRINCIPAL BUSINESS LOCATION		4. PERSON TO CONTACT	
5. CITY, STATE, ZIP CODE		6. COUNTY	
7. MAILING ADDRESS (IF DIFFERENT FROM BUSINESS LOCATION):			
8. LIST MISSOURI RETAIL SALES TAX LICENSE NUMBER		9. LIST REGISTRATION NUMBER ON FILE WITH THE MISSOURI SECRETARY OF STATE'S OFFICE	10. LIST PREVIOUS LEASE/RENTAL NUMBER
11. TYPE OF OPERATION <input type="checkbox"/> LEASE <input type="checkbox"/> RENTAL	12. TYPE OF OWNERSHIP <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> CORPORATION-LIST STATE OF INCORPORATION:	13. SALES TAX OPTION SELECTED. <input type="checkbox"/> ELECTS TO PAY ALL APPLICABLE TAXES DUE ON ALL OF THE MOTOR VEHICLES, TRAILERS, WATERCRAFT OR OUTBOARD MOTORS AT THE TIME OF REGISTERING SUCH UNITS. <input type="checkbox"/> ELECTS NOT TO PAY THE TAX DUE AT THE TIME OF REGISTRATION OF ALL OF ITS MOTOR VEHICLES, TRAILERS, WATERCRAFT OR OUTBOARD MOTORS BUT WILL COLLECT AND REMIT ALL APPLICABLE TAXES ON THE AMOUNT CHARGED FOR EACH RENTAL OR LEASE AGREEMENT WHILE THE MOTOR VEHICLE, TRAILER, WATERCRAFT OR OUTBOARD MOTOR IS DOMICILED IN THIS STATE	
14. TYPE OF UNITS TO BE LEASED/RENTED <input type="checkbox"/> MOTOR VEHICLES <input type="checkbox"/> TRAILERS <input type="checkbox"/> BOATS <input type="checkbox"/> OUTBOARD MOTORS <input type="checkbox"/> OTHER:			

15. LIST ALL OWNERS BELOW: (IF A CORPORATION, LIST ALL PRINCIPAL OFFICERS. ATTACH SEPARATE SHEET FOR ADDITIONAL OWNERS.)

A. LAST NAME	FIRST	MI	HOME ADDRESS	CITY	STATE	ZIP CODE	HOME TELEPHONE NO.
B.							
C.							
D.							
E.							

16. I hereby certify that the concern named herein is engaged in the business of renting or leasing motor vehicles, trailers, boats and/or outboard motors, which are to be used **exclusively** for rental or leasing purposes, and not for resale. I further resolve, as the authorized officer of said concern, that I have elected to exercise the sales tax option checked above as provided in section 144.070, RSMo., with respect to all units held for renting or leasing purposes.

SIGNATURE OF OWNER OR OFFICER LISTED ABOVE	TITLE	DATE
--	-------	------

SECTION B: COMPLETE THIS SECTION IF THE BUSINESS NAMED IN SECTION A IS A DIVISION OF A CORPORATION

17. NAME OF PARENT CORPORATION	ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NO.
--------------------------------	---------	------	-------	----------	---------------

18. LIST ALL OTHER DIVISIONS AND THEIR ADDRESSES. (USE SEPARATE SHEET OF PAPER, IF NECESSARY).

A. NAME OF DIVISION	ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NO.
B.					
C.					
D.					

19. I hereby certify that I am a corporate officer of (Corporate Name) _____ and that the applicant named in **Section A** is a division of said corporation. I authorize the applicant named in **Section A** to apply to the Director of Revenue for a permit to operate as a leasing company in the State of Missouri. Applicant agrees to comply with items 1 through 3 on the back of this application.

SIGNATURE OF OWNER OR OFFICER OF PARENT CORPORATION/TITLE	DATE
---	------

FOR OFFICE USE ONLY

DATE APPROVED	DATE REJECTED	APPROVED BY	L/R NUMBER ASSIGNED
---------------	---------------	-------------	---------------------

If the applicant registering as a leasing/rental company is a division of a corporation, the applicant must affirm and declare that:

1. Any transfer of a motor vehicle, trailer, boat or outboard motor from one division of a corporation which authorizes a division to register as a motor vehicle leasing company, to another division shall be a "sale at retail" as defined in Section 144.010 RSMo.
2. It operates each of its divisions on a basis separate from each of its other divisions, in the same manner and to the same extent where applicable as if they were separate from each of its other divisions, in the same manner and to the same extent where applicable as if they were separate corporations, and will notify the Director of Revenue of any material change in the foregoing at least ten (10) days prior thereto;
3. It agrees to follow and be bound by all rules and regulations promulgated by the Director of Revenue for the administration and enforcement of Section 144.070.6, RSMo, relating to motor vehicle leasing companies;

Questions regarding this application should be referred to (314) 751-4509.

12 CSR 10-23.426 Special Identification Numbers

PURPOSE: This rule clarifies the issuance of special identification numbers to units seized by law enforcement because the identification number has been removed, covered, altered, destroyed or defaced and the procedures for obtaining these numbers.

(1) Section 301.390, RSMo provides that any motor vehicle, trailer, boat, outboard motor, vehicle part, motor vehicle tire, farm machinery, farm implement or construction equipment which has been seized by authorized law enforcement because the identification number has been removed, covered, altered, destroyed or defaced shall be placed in the custody of a court of competent jurisdiction. The court may not release that unit until a special identification number is issued by the Department of Revenue.

(2) In order to obtain a special identification number, the owner or purchaser of the unit shall submit—

(A) An Order for Special Identification Number executed by the circuit court that has custody of the unit. The attached sample order contains the format that should be used. The judge must sign and date the order;

(B) An Application for Replacement of Vehicle Identification Number Plate, DOR-923 (see 12 CSR 10-23.180), completed by the applicant and either the law enforcement agency that seized the unit, an authorized member of the Missouri State Highway Patrol or other law enforcement agencies authorized by the director of revenue; and

(C) The appropriate fee for the special identification number.

(3) If the unit requiring a special identification number is a motor vehicle, trailer, boat or outboard motor, the owner or purchaser of the unit shall apply for a new certificate of title which shall reflect the new assigned identification number. To obtain a new certificate of title, the applicant shall submit the following in addition to the documents and fee outlined in section (2):

(A) An Application for Missouri Title and License, DOR-108 (see 12 CSR 10-23.265), completed and signed;

(B) The certificate of title if the unit is already titled in the applicant's name or a sheriff's bill of sale if ownership of the unit has been transferred by the court or a court order establishing ownership;

(C) The applicable title fee; and

(D) State and local taxes on the purchase price of the unit, if applicable.

(4) The Department of Revenue shall issue one (1) metal plate bearing the assigned identification number and a certificate of title reflecting this number on certain units as outlined in section (3). The metal plate shall be affixed to the unit and shall be the lawful number for the purpose of identification.

(5) The assigned special identification number shall consist of seventeen (17) characters. The special number shall begin with the two (2) letters as outlined in this rule, followed by thirteen (13) letters and numbers followed by MO.

(A) Motor vehicle or manufactured trailer—DR.

(B) Vehicle part or motor vehicle tire—VP.

(C) Farm machinery, farm implement or construction equipment—FC.

*AUTHORITY: section 301.390, RSMo 1986. * Original rule filed April 23, 1992, effective Dec. 3, 1992.*

**Original authority: 301.390, RSMo 1939, amended 1953, 1982, 1986.*



IN THE CIRCUIT COURT OF _____ COUNTY, MISSOURI

_____)	
Plaintiff,)	
)	
vs.)	Case No. _____
)	
_____)	
Defendant.)	

ORDER FOR SPECIAL IDENTIFICATION NUMBER

NOW on this _____ day of _____, 19_____, after hearing the evidence and testimony presented, it is hereby found that:

1. (Complete description of motor vehicle trailer, boat, outboard motor, vehicle part, motor vehicle tire, farm machinery, farm implement or construction equipment seized including make, model, year, type of unit, etc.) was seized by (law enforcement agency) on _____, and was thereafter deposited into the custody of this court, in accordance with section 301.390, RSMo, because the identification number of the above-referenced unit(s) have been removed, covered, altered, destroyed or defaced.

2. _____ is the lawful owner of the above-described unit(s) and is entitled to possession thereof.

WHEREFORE, it is hereby ordered, adjudged and decreed that the Missouri Department of Revenue issue Special Identification Numbers for the above-described unit(s), upon proper application by the owner and payment of the appropriate fees. Upon proof of issuance of Special Identification Number(s) by the Department of Revenue, the above-referenced vehicle(s) shall be released to the owner(s) named herein.

_____	_____
Date	Judge



MISSOURI DEPARTMENT OF REVENUE
MOTOR VEHICLE BUREAU
**APPLICATION FOR REPLACEMENT OF VEHICLE
IDENTIFICATION NUMBER PLATE**

SEE INSTRUCTIONS ON REVERSE				
VALIDATION ONLY				
REGISTERED OWNER (LAST, FIRST, MIDDLE)				
STREET, R.R. OR P.O. BOX NUMBER			COUNTY	
CITY, STATE, ZIP CODE			TELEPHONE NUMBER	
YEAR	MAKE	BODY STYLE	VEHICLE IDENTIFICATION NUMBER	
MISSOURI TITLE NUMBER		LICENSE NUMBER	LOSS OF VIN PLATE REPORT TO:	DATE
REASON REQUIRED <input type="checkbox"/> LOST <input type="checkbox"/> STOLEN <input type="checkbox"/> MUTILATED <input type="checkbox"/> DESTROYED				
I certify that the statements above are true and that I am the registered owner of the above described vehicle.				
NOTARY SEAL		APPLICANT'S SIGNATURE		
		SWORN TO AND DESCRIBED BEFORE ME THIS		
		DAY OF _____, 19__		
NOTARY PUBLIC		COMMISSION EXPIRATION		
I certify that on _____ DATE I physically inspected the above described vehicle after the applicant provided satisfactory proof of ownership and found the vehicle identification number to be:				
LAW ENFORCEMENT AGENCY			FILE NUMBER	
INSPECTING OFFICER			BADGE NUMBER	
I certify that on _____ DATE I did affix the replacement vehicle identification plate number _____ INSERT NUMBER issued by the Department of Revenue to the above vehicle.				
LAW ENFORCEMENT AGENCY				
LAW ENFORCEMENT OFFICER			BADGE NUMBER	

MO 860-0315 (9-86)

DISTRIBUTION: WHITE, YELLOW, PINK - DEPT. OF REVENUE
GOLDENROD - INSPECTING LAW ENFORCEMENT AGENCY

DOR-923 (9-86)

12 CSR 10-23.428 All-Terrain Vehicles Modified for Highway Use

PURPOSE: This rule establishes the titling and registration procedures required when an all-terrain vehicle is modified to qualify as a motor vehicle.

(1) An all-terrain vehicle (ATV) is not a motor vehicle and may not be operated on the streets and highways except as provided in Chapter 304, RSMo. If an ATV has been modified to pass a vehicle safety inspection and undergoes a vehicle examination as provided in subdivision 301.190(9), RSMo, the unit may be licensed as a motor vehicle and operated on the streets and highways.

(2) An ATV that has been modified to be operated on the streets or highways shall no longer be considered an ATV but rather a motor vehicle and therefore must be retitled as a motor vehicle and appropriately registered. The vehicle must display motor vehicle license plates in order to be operated on the streets and highways and shall not be required to display an ATV registration decal.

(3) In order to obtain a certificate of title and registration on an ATV that has been modified to pass a safety inspection and submitted for a vehicle examination, the applicant must submit the following documents and fees:

(A) An application for title and license (see 12 CSR 10-23.265) completed in full and signed by the applicant. The signature of the applicant shall certify that the applicant has, and will maintain, financial responsibility on the vehicle;

(B) An assigned manufacturer's statement of origin or assigned certificate of title. If the ownership document does not contain the format for the buyer and seller to make a proper odometer disclosure as required by the Federal Truth In Mileage Act of 1986, the ownership document must be accompanied by a separate odometer disclosure statement. If the vehicle has no odometer, the applicant must present a statement verifying that fact and must estimate the mileage;

(C) A vehicle safety inspection (see 11 CSR 50-2.120) issued not more than sixty (60) days prior to the date of application for license and an emissions inspection, if applicable;

(D) A vehicle examination certificate (see 12 CSR 10-23.260) as provided in subdivision 301.190(9), RSMo;

(E) An original personal property tax receipt that is marked Paid or a statement of nonassessment for the previous calendar year from the applicant's resident county or from St. Louis City; and

(F) The appropriate title and license plate fees, taxes and title penalty, if applicable.

(4) If the owner of an ATV has titled the ATV and subsequently modifies the unit to pass a safety/emissions inspection in order to operate the unit on the highway as a motor vehicle, the owner must make application for a corrected certificate of title and submit all applicable requirements outlined in section (3) of this rule.

(5) If the owner of a motor vehicle modifies the vehicle to meet the definition of an ATV, the unit must be retitled as an ATV and display an ATV registration decal.

AUTHORITY: section 301.010, RSMo Supp. 1989, 301.190, RSMo Supp. 1990 and 301.700, Supp. 1988. Original rule filed April 23, 1992, effective Dec. 3, 1992.*

**Original authority: 301.010, RSMo 1939, amended 1945, 1949, 1951, 1969, 1974, 1979, 1980, 1983, 1985, 1986, 1986, 1987, 1988, 1989; 301.190, RSMo 1939, amended 1947, 1965, 1981, 1983, 1984, 1985, 1986, 1986, 1987, 1988, 1989, 1990; and 301.700, RSMo 1988.*

12 CSR 10-23.430 Registration of a Motor Vehicle or Trailer When the Out-Of-State Lienholder Refuses to Release the Title

PURPOSE: This rule clarifies the requirements for and the issuance of registration by the Department of Revenue in certain situations for motor vehicles or trailers when an individual has established residency in Missouri and the out-of-state lienholder refuses to release the title.

(1) An individual establishing residency in Missouri is required to title and register all motor vehicles and trailers owned by him/her within thirty (30) days of establishing residency. On occasion, the lienholder named on the out-of-state title may refuse to release the title to either the owner or the Department of Revenue in order for the owner to title the vehicle in Missouri. Since the owner is obligated to obtain Missouri license plates for his/her vehicle, s/he shall apply for registration by submitting the following:

(A) APPLICATION FOR MISSOURI TITLE AND LICENSE, DOR-108 (see 12 CSR 10-23.265), completed and signed;

(B) A copy of the front and back of the out-of-state title issued in the owner's name;

(C) A written statement from the lienholder refusing to release the title;

(D) All documents and fees required to obtain Missouri license plates; and

(E) A fee equal to the title fee required pursuant to section 301.190, RSMo.

(2) The validated pink receipt from the application will serve as the applicant's registration certificate.

(3) No more than one (1) application for registration under this rule may be approved at any given time for a motor vehicle or trailer.

AUTHORITY: sections 301.010 and 301.190, RSMo (Cum. Supp. 1992). Original rule filed April 16, 1993, effective Oct. 10, 1993.*

**Original authority: 301.010, RSMo 1939, amended 1945, 1949, 1951, 1969, 1974, 1979, 1980, 1983, 1985, 1986, 1987, 1988, 1989, 1992; 301.190, RSMo 1939, amended 1947, 1965, 1981, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1992.*

12 CSR 10-23.432 Registration of a Motor Vehicle or Trailer Subject to a Lease With a Right to Purchase Clause

PURPOSE: This rule clarifies the requirements for and the issuance of registration by the Department of Revenue in certain situations for motor vehicles or trailers which are the subjects of leases which contain a right to purchase clause.

(1) Under certain circumstances, the Department of Revenue will process an application for a Missouri registration which allows the applicant to obtain a Missouri certificate of registration and license plates for a motor vehicle or trailer when the applicant is not the title owner of the motor vehicle or trailer.

(2) Any person, firm, corporation or association which, as the result of entering into a lease agreement containing a right to purchase clause, is considered the owner of a motor vehicle or trailer, as that term is defined in section 301.010, RSMo, may make application for registration by submitting the following:

(A) APPLICATION FOR MISSOURI TITLE AND LICENSE, DOR-108 (see 12 CSR 10-23.265), completed and signed;

(B) A copy of the lease agreement containing a right to purchase clause that is signed by the lessor and the lessee;

(C) All documents and fees required to obtain Missouri license plates; and

(D) A fee equal to the title fee required pursuant to section 301.190, RSMo.

(3) The validated pink receipt from the application will serve as the applicant's registration certificate.



(4) No more than one (1) application for registration under this rule may be approved at any given time for a motor vehicle or trailer.

*AUTHORITY: sections 301.010 and 301.190, RSMo Supp. 1992. * Original rule filed April 16, 1993, effective Oct. 10, 1993.*

**Original authority: 301.010, RSMo 1939, amended 1945, 1949, 1951, 1969, 1974, 1979, 1980, 1983, 1985, 1986, 1987, 1988, 1989, 1992; 301.190, RSMo 1939, amended 1947, 1965, 1981, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1992.*

12 CSR 10-23.434 Use of a Reassignment of Ownership by Registered Dealer Form

PURPOSE: This rule clarifies who may use a Reassignment of Ownership by Registered Dealer (Rider) Form and when the form may be used.

(1) The Reassignment of Ownership by Registered Dealer (Rider) Form may be used by a registered Missouri motor vehicle dealer to make one (1) reassignment of ownership of a motor vehicle or trailer in addition to the reassignments contained on the back of a manufacturer's statement of origin or certificate of title when all existing reassignment spaces have been used.

(2) The Missouri rider form can only be—
(A) Used by a registered Missouri motor vehicle dealer; and
(B) Attached to a manufacturer's statement of origin, Missouri certificate of title or out-of-state certificate of title. The Missouri rider form cannot be used when ownership of the vehicle is transferred to the dealer on an out-of-state rider.

(3) Only one (1) Missouri rider may be attached to a manufacturer's statement of origin, Missouri certificate of title or out-of-state certificate of title.

(4) The Reassignment of Ownership by Registered Dealer (Rider) Form must be on a secure form approved by the director of revenue. Forms 2447 and M2447 follow this rule.

*AUTHORITY: section 301.200, RSMo 1986. * Emergency rule filed July 30, 1993, effective Aug. 9, 1993, expired Dec. 6, 1993. Original rule filed July 30, 1993, effective Jan. 31, 1994.*

**Original authority: 301.200, RSMo 1939, amended 1947, 1984, 1986.*



MISSOURI DEPARTMENT OF REVENUE MOTOR VEHICLE BUREAU REASSIGNMENT OF OWNERSHIP BY REGISTERED DEALER		FORM 2447 (REV. 14-92)	MUST BE PRINTED LEGIBLY
<p>THIS REASSIGNMENT BY A REGISTERED DEALER FORM (DOR-2447) MAY BE USED ONLY BY A REGISTERED MISSOURI DEALER WHEN MAKING AN ASSIGNMENT OF OWNERSHIP ON MANUFACTURER'S STATEMENT OF ORIGIN OR CERTIFICATE OF TITLE CONTAINING LESS THAN FOUR ASSIGNMENT SPACES. Only one of these forms may be used and must be securely attached to the accompanying Manufacturer's Statement of Origin or Certificate of Title.</p> <p>WARNING: ALTERATIONS OR ERASURES WILL VOID THIS REASSIGNMENT OF OWNERSHIP BY A REGISTERED DEALER FORM.</p> <p>INSTRUCTIONS TO SELLER: Complete ALL spaces below except the blocks for the signature and printed names of the purchaser. Complete the mileage block as of the date of sale or transfer. Sign and hand print your name as seller only after the purchaser has signed and hand printed their name. Also record your position with the dealership. You state under penalty of perjury that the total purchase price represents the true amount collected for the sale of this vehicle.</p> <p>INSTRUCTIONS TO PURCHASER: You must sign and hand print your name in the area provided.</p>			
VEHICLE IDENTIFICATION NUMBER		YEAR	MAKE
TITLE NUMBER		MODEL	BODY STYLE
I/We hereby assign and warrant the Manufacturer's Statement of Origin or Certificate of Title of the vehicle described on the face of the Manufacturer's Statement of Origin or Certificate of Title to which this form is attached and I/we certify the accuracy of the sale price and mileage as specified below subject to the following lien or encumbrance, if any:			
PURCHASER(S) NAME (PRINTED OR TYPED)		SALE PRICE BY SELLER \$	
ADDRESS		DATE OF SALE	
LIENHOLDER(S) NAME (PRINTED OR TYPED)		DATE OF LIEN	
ADDRESS			
ODOMETER READING (NO TENTHS)	I state that the odometer now reads the aforementioned miles and to the best of my knowledge that it reflects the actual mileage of the vehicle described herein, unless one of the following statements is checked. <input type="checkbox"/> MILEAGE IN EXCESS OF ITS MECHANICAL LIMITS <input type="checkbox"/> MILEAGE READING NOT ACTUAL (WARNING: ODOMETER DISCREPANCY)		
SIGNATURE OF PURCHASER(S)		SIGNATURE OF SELLER(S)	
HAND PRINTED NAME(S) BY PURCHASER (AGENT/POSITION)		HAND PRINTED NAME(S) BY SELLER(S) (AGENT/POSITION)	
DEALER NUMBER, IF APPLICABLE		DEALER NUMBER	
DISTRIBUTION: WHITE ORIGINAL-attach to Manufacturer's Statement of Origin or Certificate of Title; PINK-retain for dealer's records.		NO. 1054809	

MO 860-0387 (4-92)



REASSIGNMENT OF OWNERSHIP BY REGISTERED DEALER		FORM M2447 (REV. 4-93)	MUST BE PRINTED LEGIBLY
<p>THIS REASSIGNMENT BY A REGISTERED DEALER (RIDER) MAY BE USED ONLY BY A REGISTERED MISSOURI DEALER WHEN MAKING AN ASSIGNMENT OF OWNERSHIP ON A MANUFACTURER'S STATEMENT OF ORIGIN OR CERTIFICATE OF TITLE. ONLY ONE OF THESE FORMS MAY BE USED AND MUST BE SECURELY ATTACHED TO THE ACCOMPANYING MANUFACTURER'S STATEMENT OF ORIGIN OR CERTIFICATE OF TITLE.</p> <p>WARNING: ALTERATIONS OR ERASURES WILL VOID THIS REASSIGNMENT OF OWNERSHIP BY A REGISTERED DEALER.</p> <p>INSTRUCTIONS TO SELLER: Complete ALL spaces below except the blocks for the signature and printed names of the purchaser. Complete the mileage block as of the date of sale or transfer. Sign and hand print your name as seller only after the purchaser has signed and hand printed their name. Also record your position with the dealership. You state under penalty of perjury that the total purchase price represents the true amount collected for the sale of this vehicle.</p> <p>INSTRUCTIONS TO PURCHASER: You must sign and hand print your name in the area provided.</p>			
VEHICLE IDENTIFICATION NUMBER		YEAR	MAKE
TITLE NUMBER		MODEL	BODY STYLE
<p>I/We hereby assign and warrant the Manufacturer's Statement of Origin or Certificate of Title for the vehicle described on the face of the Manufacturer's Statement of Origin or Certificate of Title to which this form is attached and I/we certify the accuracy of the sale price and mileage as specified below subject to the following lien or encumbrance, if any.</p>			
PURCHASER(S) NAME (PRINTED OR TYPED)		SALE PRICE BY SELLER	
ADDRESS		\$	
LIENHOLDER(S) NAME (PRINTED OR TYPED)		DATE OF SALE	
ADDRESS		DATE OF LIEN	
ODOMETER READING (NO TENTHS)	<p>I state that the the odometer now reads the aforementioned miles and to the best of my knowledge that it reflects the actual mileage of the vehicle described herein, unless one of the following statements is checked.</p> <p><input type="checkbox"/> MILEAGE IN EXCESS OF ITS MECHANICAL LIMITS</p> <p><input type="checkbox"/> MILEAGE READING NOT ACTUAL (WARNING: ODOMETER DISCREPANCY)</p>		
SIGNATURE OF PURCHASER(S)		SIGNATURE OF SELLER(S)	
HAND PRINTED NAME(S) BY PURCHASER (AGENT/POSITION)		HAND PRINTED NAME(S) BY SELLER(S) (AGENT/POSITION)	
DEALER NUMBER, IF APPLICABLE		DEALER NUMBER	
<p>DISTRIBUTION: WHITE ORIGINAL—attach to Manufacturer's Statement of Origin or Certificate of Title; PINK—retain for dealer's records.</p>			

REORDER FORM #M2447 (4/93) MADA P.O. BOX 1158, JEFFERSON CITY, MO. 65102

12 CSR 10-23.436 Application For Title

PURPOSE: This rule clarifies when the newly revised application for title should be presented to the Department of Revenue.

(1) Every applicant titling a motor vehicle, trailer, all-terrain vehicle or manufactured home shall file an application for title on a form prescribed by the Director of Revenue in accordance with sections 301.190, 301.700 and 700.320, RSMo.

(2) Effective December 1, 1994, the department will begin issuing a newly revised Application for Missouri Title and License, DOR-108, with a revision date of October 1994.

(3) Effective March 1, 1995, all Missouri dealers and lienholders should submit the newly revised Application for Missouri Title and License, DOR-108, with revision dates of October 1994, or later when applying for title on a motor vehicle, trailer, all-terrain vehicle or manufactured home.

(4) The department will continue to accept previous versions of the Application for Missouri Title and License, DOR-108, until December 1, 1995.

(5) The department will continue to honor any pending applications previously submitted to the department.

AUTHORITY: sections 301.190, 301.700 and 700.320, RSMo 1994.* Original rule filed Nov. 28, 1994, effective May 28, 1995.

**Original authority: 301.190, RSMo 1939, amended 1947, 1965, 1981, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1992, 1994; 301.700, RSMo 1988, amended 1994; and 700.320, RSMo 1985.*



TRANS TYPE <input type="checkbox"/> RENEWAL/TRANSFER PLATES <input type="checkbox"/> TRANSFER PLATES <input type="checkbox"/> NEW PLATES <input type="checkbox"/> TITLE ONLY	RECIPROcity ONLY BRAND CODE	PRORATE NO F 3686412	TYPE ALL APPLICATIONS <input type="checkbox"/> CASH <input type="checkbox"/> CHECK
--	--------------------------------	--------------------------------	--

OFFICE VALIDATION



MISSOURI DEPARTMENT OF REVENUE
APPLICATION FOR MISSOURI TITLE AND LICENSE

<input type="checkbox"/> ORIGINAL	<input type="checkbox"/> DUPLICATE	<input type="checkbox"/> NON-NEGOT.	<input type="checkbox"/> REPOSSESSED	<input type="checkbox"/> CORRECTED	<input type="checkbox"/> MECHANIC LIEN	<input type="checkbox"/> SALVAGE	<input type="checkbox"/> DUP. SALVAGE	<input type="checkbox"/> JUNK	<input type="checkbox"/> DUP. JUNK	<input type="checkbox"/> TRANSFER ON DEATH (TOD)	<input type="checkbox"/> TENANTS IN COMMON	
OWNER'S NAME - LAST, FIRST, MIDDLE (ONLY FIRST 36 POSITIONS WILL PRINT ON TITLE)						TOD BENEFICIARIES, IF APPLICABLE						
STREET ADDRESS, R.R. OR P.O. BOX NUMBER						COUNTY	FLEET NUMBER	L/R NUMBER				
CITY, STATE, ZIP CODE						OUTSIDE CITY LIMITS? <input type="checkbox"/> YES	TELEPHONE NUMBER					
DRIVERS LICENSE NUMBER (OPTIONAL)												
YEAR	MAKE	VEHICLE IDENTIFICATION NUMBER (IF TYPING, DISREGARD BLOCK CONSTRAINTS)					BODY STYLE	PRICE \$				
COLOR	FUEL	<input type="checkbox"/> GAS <input type="checkbox"/> PROPANE <input type="checkbox"/> DIESEL <input type="checkbox"/> ELECTRIC	G.V.W.R. OVER 16,000 LBS <input type="checkbox"/> YES	IF NEW, LIST G.V.W.R.	MILEAGE	CODE	PURCHASE DATE	REBATE \$				
KIND OF VEHICLE P - PASSENGER M - MOTORCYCLE T - TRUCK C - TRICYCLE D - TRAILER R - REC. VEHICLE B - BUS A - ATV		<input type="checkbox"/> NEW <input type="checkbox"/> USED	PREVIOUS TITLE NUMBER	STATE	ZONE <input type="checkbox"/> LOCAL <input type="checkbox"/> BEYOND <input type="checkbox"/> FARM LOCAL	LICENSED GROSS WEIGHT OR SEATING CAPACITY		TRADE-IN \$				
K.O.V.	CYL.	H.P.	TAB NUMBER	EXP. MO.	EXP. YR.	SPECIAL P	LICENSE PLATE NUMBER		NET PRICE \$			
FIRST LIEN <input type="checkbox"/> YES <input type="checkbox"/> NO	VEH. SUB. TO LIEN? <input type="checkbox"/> YES <input type="checkbox"/> NO	FIRST LIEN DATE	MAIL TITLE TO ADDRESS BELOW. NO LIEN ON VEHICLE.		LIENHOLDER'S TELEPHONE NO.		SECOND LIEN <input type="checkbox"/> YES <input type="checkbox"/> NO	SECOND LIEN DATE				
1 NAME					2 SECOND LIENHOLDER NAME							
STREET ADDRESS, R.R. OR P.O. BOX NUMBER					STREET ADDRESS, R.R. OR P.O. BOX NUMBER							
CITY, STATE, ZIP CODE					CITY, STATE, ZIP CODE							
TRADE-IN/TRANSFER <input type="checkbox"/> TRADE-IN <input type="checkbox"/> LICENSE TRANSFER	YEAR	MAKE	VEHICLE IDENTIFICATION NUMBER			TITLE NUMBER	FEES					
LICENSE NUMBER		EXP. YEAR	H.P.	SIGNATURE OF ONE OWNER REQUIRED			LICENSE FEE \$	RESERVATION FEE \$				
IF THIS MOTOR VEHICLE IS REGISTERED AT THE TIME APPLICATION FOR TITLE IS MADE, MY SIGNATURE SHALL CERTIFY THAT I HAVE AND WILL MAINTAIN, DURING THE PERIOD OF REGISTRATION, FINANCIAL RESPONSIBILITY WITH RESPECT TO EACH MOTOR VEHICLE THAT I OWN, LICENSE OR OPERATE ON THE STREETS OR HIGHWAYS				"I CERTIFY UNDER PENALTY OF PERJURY THAT THE FACTS HEREIN ARE TRUE TO THE BEST OF MY KNOWLEDGE."			ADDITIONAL H.P./DRVORX \$					
MO DEALER NUMBER		DEALER NAME			CITY, STATE, ZIP CODE		TELEPHONE NUMBER		TRANSFER FEE \$			
"I CERTIFY UNDER PENALTY OF PERJURY THAT THE FACTS HEREIN ARE TRUE TO THE BEST OF MY KNOWLEDGE."				SIGNATURE OF DEALER OR REPRESENTATIVE								
FAILURE TO TRANSFER/RENEW \$						RENEWAL PENALTY \$						
DUPLICATE TITLE ONLY - COMPLETE REASON AND NOTARIZE. NOTARY INFORMATION APPLIES TO APPLICANT'S SIGNATURE. <input type="checkbox"/> LOST <input type="checkbox"/> STOLEN <input type="checkbox"/> MUTILATED <input type="checkbox"/> NEVER RECEIVED - LOST IN MAIL						IS THIS A NON-TAXABLE TRANSFER? <input type="checkbox"/> YES <input type="checkbox"/> NO		TITLE PENALTY \$				
NOTARY PUBLIC EMBOSSEOR OR BLACK RUBBER STAMP SEAL		STATE	COUNTY (OR CITY OF ST. LOUIS)			FOR OFFICE USE ONLY		TITLE FEE \$				
SUBSCRIBED AND SWORN BEFORE ME, THIS		DAY OF		19		<input type="checkbox"/> PP <input type="checkbox"/> FHVUT	DIST. AMT. \$		EXPEDITIOUS TITLE FEE \$			
NOTARY PUBLIC SIGNATURE		MY COMMISSION EXPIRES				<input checked="" type="checkbox"/> SAFETY	MILEAGE DATE		\$			
NOTARY PUBLIC NAME (TYPED OR PRINTED)		<input checked="" type="checkbox"/> EMISSION		FILE REFERENCE NUMBER		STATE TAX \$		LOCAL TAX \$				
BRANCH OFFICE VALIDATION ONLY						<input type="checkbox"/> APPROVE <input type="checkbox"/> REJECT		SITE CODE		TOTAL \$		
						VERIFIED BY		AGENT FEE		\$		

MO 860-0352 (10-94)

TITLE WITHIN THIRTY DAYS TO AVOID PENALTY

DDR-106 (10-94)

ORIGINAL

***ANY FALSE STATEMENT IN THIS APPLICATION IS A VIOLATION OF THE LAW AND MAY BE PUNISHED BY FINE OR IMPRISONMENT OR BOTH*.
(301.420 RSMo)**

TITLE PENALTY

A TITLE PENALTY FEE OF \$25 FOR EACH 30 DAYS OF DELINQUENCY, NOT TO EXCEED \$100, SHALL BE IMPOSED FOR FAILURE TO APPLY FOR A CERTIFICATE OF TITLE WITHIN 30 DAYS AFTER PURCHASE.

COMPLETING THE TITLE APPLICATION

This application is to be used when applying for a Missouri title or title and license on a motor vehicle, trailer, manufactured home or all terrain vehicle.

Instructions for completing form DOR-108:

- a. Check the appropriate block indicating the type of title required.
- b. **TENANTS IN COMMON** - If the application shows 2 or more owners, the vehicle will be held in joint tenancy. If this is not desired, the tenants in common block must be marked.
TRANSFER ON DEATH - To name one or more beneficiaries on the title in the event of the owner's death, check this block. Record the beneficiary name(s) in the designated area following the vehicle owner's name.
- c. Indicate a **Missouri address** - If you live outside the city limits, check "YES" in the designated area.
- d. **Fleet Number** - If vehicle will display fleet license plates, enter the fleet number assigned by the Department of Revenue.
- e. **Year, Make, Vehicle Identification Number, Body Style and Color** - Record in the designated area. If you hand write the application, record only one character in each block within the Vehicle Identification Number. Please write legibly.
- f. **Fuel** - enter G for gas, D for diesel, P for Propane or E for Electric.
- g. **GVWR** - Record the vehicle's gross weight rating as reflected on the manufacturer's statement of origin.
- h. **Mileage** - Record the odometer reading from the assigned title/manufacturer's statement of origin/odometer disclosure statement. If the true mileage is different from the mileage shown on the odometer disclosure a statement containing all facts known concerning the true mileage must be submitted with an estimate of the mileage on the motor vehicle.
- i. **Purchase Date** - Must be entered.
- j. **Kind of Vehicle** - Record the correct code for passenger, truck, trailer, bus, motorcycle, tricycle, recreational vehicle or all terrain vehicle. For passenger vehicles, also provide the number of cylinders and horsepower. For trucks, check the block for the zone of operation and record the vehicle's licensed gross weight.
- k. **New/Used** - If the vehicle's ownership document is a manufacturer's statement of origin, check "New". Otherwise check the used block.
- l. **Previous Title Number/State** - If the unit has been previously titled, enter the previous title number and identify the state in which the title was issued. If the vehicle is new, record "MSO" in the previous title number block.
- m. **Lien Information** - If the motor vehicle has an outstanding lien, check "Yes" and record the complete name and address of the lienholder. The "FIRST LIEN" block must be checked and the date of the lien indicated. A title showing a lien will be mailed to the lienholder. If there is no lien check "No".
- n. **Mail To** - If the title is to be sent to an address other than the address shown for the owner and the vehicle is not subject to a lien, the "Mail To" block must be checked and the complete name and address of the individual who is to receive the title must be shown in the space provided below the "Mail To" block.
- o. **Trade-In/Transfer** - If a vehicle was given as a trade-in and/or plates are being transferred record the year, make, vehicle identification number, title number and license plate information.
- p. **SIGNATURE** - ONE OWNER MUST SIGN THE APPLICATION FOR TITLE.

ALL INCORRECT OR INCOMPLETE APPLICATIONS WILL BE REJECTED

FEES

An application for title must be accompanied by:

- a. \$8.50 title fee or \$10.00 if applying for a repossessed title or a mechanic lien. There is no title fee for junking certificates.
- b. Sales or use tax at the rate of 4.225%
- c. Appropriate city/county sales tax.
- d. A \$5 fee will be assessed on all title transactions which are specifically requested to be handled in an expeditious manner.
- e. Title penalty, if applicable (see above information).

NOTE: Any application submitted to a Fee Agent Office is subject to additional agent processing fees. In those offices that accept payment by check, either the driver's license number of the person issuing the check or the date of birth must be recorded on the check. Other restrictions may apply.

REQUIRED DOCUMENTS

When titling and registering the vehicle, please submit the following documents:

- a. Application for title and registration completed and signed by the applicant.
- b. Appropriate fees.
- c. Assigned certificate of ownership. If there is a change of ownership and a lien is listed on the application, the certificate of ownership will be submitted by the lienholder and must be accompanied by the blue and green copies of the application and the \$8.50 title fee.
- d. **Vehicle Safety Inspection** not more than sixty (60) days old. New motor vehicles and all trailers are exempt.
- e. **Vehicle Emissions Inspection** must be submitted by residents in the city of St. Louis, St. Louis County, St. Charles County or Jefferson County. Applies only to passenger vehicles and commercial motor vehicles with a manufacturer's gross vehicle weight rating of 8,500 pounds or less.
- f. Your original (not a copy) paid county or St. Louis City personal property tax receipt or a statement of non-assessment for the previous calendar year.
- g. The applicable registration fee.
- h. **Financial Responsibility** - The signature of the owner or authorized representative of the owner certifies that the owner has and will maintain financial responsibility for each motor vehicle owned, licensed or operated on the streets or highways.
- i. After the application form DOR-108 has been validated by a Department of Revenue or Fee Agent Office, the pink copy should be retained as proof of registration.

ADDITIONAL LICENSE PLATE FEES THAT MAY APPLY

- a. A \$5 penalty fee will be assessed for failure to renew a license plate within the month of expiration.
- b. A \$8.50 penalty fee will be assessed for failure to transfer or renew multi-year license plates.
- c. Unexpired license plates may be transferred from one vehicle to another of the same category, providing there is no change in ownership. When transferring a vehicle license plate, a \$2 transfer fee will be assessed, plus any additional registration costs associated with an increase in horsepower. Refunds for decrease in horsepower will not be processed. A transfer (T) tab will be issued for all license transfers.

DUPLICATE TITLE

Section 301.300, RSMO, provides for the issuance of a duplicate title in the event of the loss, mutilation, or destruction of any certificate of ownership. To apply for a duplicate certificate of ownership, complete the application in full, including the information below.

- a. **Duplicate Title Only** - Check the appropriate block indicating the reason a duplicate title is needed.
- b. **Notary Information** - The applicant's signature must be witnessed by a notary public if applying for a duplicate title.

CODES

PP	County or St. Louis City Personal Property Tax Receipt
EIN	Employer Identification Number (Required for FHVUT)
FHVUT	Federal Heavy Vehicle Use Tax
FMCSR	Federal Motor Carrier Safety Regulations
SAFETY	Safety Inspection (Yes / Exempt)
EMISS	Emissions Inspection (Yes / Exempt)

Submit the required items and fees to your local Branch or Fee Agent Office or mail to the:

Motor Vehicle Bureau
P.O. Box 100
Jefferson City, MO 65105-0100

Checks and money orders must be made payable to the Department of Revenue.
DO NOT SEND CASH WHEN APPLYING BY MAIL.

REMEMBER TO SIGN THE APPLICATION AND SUBMIT THE ASSIGNED CERTIFICATE OF OWNERSHIP AND TITLE FEE, IF APPLICABLE.

12 CSR 10-23.440 Replacement License Tabs

PURPOSE: This rule clarifies the process to be used for issuance of replacement license tabs at no cost to an individual whose tabs have been stolen.

(1) In the event license tabs are stolen, one (1) set of replacement license tabs may be issued to the applicant at no cost when a police report of the theft is provided. Only one (1) set of replacement tabs may be issued at no fee per year.

(2) The applicant must provide proof of registration, (validated pink registration receipt) and a copy of the police report when making application for the replacement license tabs.

(3) If the applicant is applying for license plates and license tabs that have been reported as stolen, an eight dollars fifty cents (\$8.50) fee per plate is assessed for a replacement plate, but the license tabs are issued at no cost.

AUTHORITY: section 301.301, RSMo Supp. 1995.* Original rule filed Sept. 1, 1995, effective Feb. 25, 1996.

*Original authority: 301.301, RSMo 1995.

12 CSR 10-23.442 Outboard Motor

PURPOSE: This rule defines the type of outboard motor required to be titled and registered.

(1) An outboard motor is defined as an internal combustion engine with an integrally attached propeller or waterjet propulsion unit that is designed to be temporarily secured to the stern of a boat.

(2) Only outboard motors, as defined above, are subject to the titling and registration requirements of Chapter 306, RSMo.

AUTHORITY: section 306.530, RSMo 1994.* Emergency rule filed March 12, 1999, effective March 22, 1999, expired Sept. 17, 1999. Original rule filed March 12, 1999, effective Aug. 30, 1999.

*Original authority: 306.530, RSMo 1945, amended 1949, 1985.

12 CSR 10-23.444 Historic Vehicle License

PURPOSE: This rule allows a vehicle registered pursuant to subsection 5 of section

301.131, RSMo, and displaying a license plate manufactured prior to 1979 to be operated on the highways of this state without displaying validation tabs.

(1) The owner of any vehicle who has registered a license plate issued by the state of Missouri prior to 1979 with the Department of Revenue as a personalized historic plate shall annually file an application and pay the personalized plate fee. The personalized plate fee shall be reflected on the registration slip and a validation year tab(s) will not be issued to the plate(s). The annual registration receipt shall be carried in the vehicle at all times as proof of current registration.

AUTHORITY: section 301.131, RSMo Supp. 1998.* Original rule filed March 12, 1999, effective Sept. 30, 1999.

*Original authority: 301.131, RSMo 1955, amended 1984, 1986, 1989, 1990, 1995, 1997.

12 CSR 10-23.446 Notice of Lien

PURPOSE: This rule outlines the requirements for the perfection of a lien on a motor vehicle, trailer, all terrain vehicle, boat or outboard motor and provides for a transition period which permits the current certificate of title and lien perfection procedure to continue.

(1) A lien on a motor vehicle, trailer, all terrain vehicle, boat or outboard motor is perfected when a notice of lien meeting the requirements in section (2) is delivered to the director of revenue, whether or not the ownership thereof is being transferred. Delivery to the director of revenue may be physical delivery of the notice of lien to the director by mail or to the director or agent of the director in a Department of Revenue office. A received date stamp placed on the notice of lien by the director or his agent will be *prima facie* proof of the date of delivery. No title fee or ownership document is required to be submitted to the director of revenue by the lienholder with a notice of lien, and if the ownership is not being transferred, the lienholder may also submit the application for title, the ownership document and fee on behalf of the owner to have a new title produced reflecting the lien.

(2) A notice of lien for a motor vehicle, trailer, all terrain vehicle, boat or outboard motor shall be in a form provided or approved by the director of revenue entitled "Notice of Lien" and contain the following information:

- (A) Name and address of owner(s);
- (B) Vehicle description, by make, model and vehicle identification number;
- (C) Purchase date; and
- (D) Name and address of lienholder(s).

(3) As used in this rule, the term "boat" includes all motorboats, vessels or watercraft as the terms are defined in section 306.010, RSMo.

AUTHORITY: sections 301.600 and 306.400, RSMo Supp. 1999.* Emergency rule filed Aug. 18, 1999, effective Aug. 28, 1999, expired Feb. 23, 2000. Original rule filed Aug. 18, 1999, effective Feb. 29, 2000. Amended: Filed June 13, 2000, effective Dec. 30, 2000.

*Original authority: 301.600, RSMo 1965, amended 1989, 1999; and 306.400, RSMo 1985, amended 1999.

12 CSR 10-23.450 Guidelines for Use of Handicapped Parking Cones

PURPOSE: This rule establishes guidelines for the use of handicapped parking cones.

(1) Any person who is issued disabled person license plates or a removable windshield placard and who uses a wheelchair or transports a person who uses a wheelchair, may utilize a parking cone bearing the international symbol of accessibility and the words "wheelchair parking space."

(2) Parking cones shall be predominantly orange, fluorescent red-orange or fluorescent yellow-orange, not less than eighteen inches (18") in height and shall be made of a material that can be struck without damaging vehicles on impact.

(3) Any cone that conforms to the requirements of this provision will be sufficient for use by such person without further authorization from the director.

AUTHORITY: section 301.139, RSMo Supp. 1999.* Original rule filed Oct. 27, 1999, effective May 30, 2000.

*Original authority: 301.139, RSMo 1999.

12 CSR 10-23.452 Internet Renewal of License Plates

PURPOSE: This rule will allow Missouri citizens to renew their Missouri license plates via the Missouri On-Line Registration

Exchange, Missouri Internet Vehicle Registration Renewal System, by using a Personal Identification Number.

(1) Any person desiring to renew their Missouri license plates via the Missouri On-Line Registration Exchange (MORE), Missouri Internet Vehicle Registration Renewal System, must use the eight (8) digit Personal Identification Number (PIN) recorded on their renewal notice. Entering the PIN into the Missouri Internet Vehicle Registration Renewal System shall be deemed the signature of the owner where a signature is required. This includes certification by the vehicle owner that he/she has and will maintain, during the period of registration, financial responsibility with respect to each motor vehicle that is owned, licensed or operated on the streets or highways.

(2) Only vehicle owners whose county (including the City of St. Louis) has provided the owner's personal property tax records to the Department of Revenue's Personal Property Tax Record System may have the option of renewing the license plates via the Missouri Internet Vehicle Registration Renewal System.

(3) Only vehicle owners displaying regular or personalized license plates in one of the following categories may use the Missouri Internet Vehicle Registration Renewal System for vehicle renewal purposes:

(A) Motor vehicles subject to the registration fees according to horsepower, as provided in section 301.055, RSMo;

(B) Local and beyond local property-carrying commercial motor vehicles licensed for a gross weight not to exceed fifty-four thousand (54,000) pounds;

(C) Trailers, excluding trailers displaying a three (3)-year trailer plate;

(D) Recreational vehicles;

(E) Motorcycles and motortricycles;

(F) Shuttle buses;

(G) Van pool; and

(H) Private school buses.

(4) Vehicles owners who must annually present an Emblem Use Authorization Statement issued by the organization cannot renew their registration through the Missouri Internet Vehicle Registration Renewal System.

(5) If a vehicle owner enters information into the Missouri Internet Vehicle Registration Renewal System indicating that his/her vehicle has been out-of-state for the past sixty (60) days and he/she is unable to enter a vehicle safety or emissions inspection number, if applicable, the owner must enter the out-of-

state address. The Missouri Department of Revenue will mail the validation tabs to the out-of-state address entered by the applicant.

AUTHORITY: section 32.300, RSMo 2000.
Original rule filed June 7, 2001, effective
Dec. 30, 2001.*

**Original authority: 32.300, RSMo 2000.*